



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, DC 20380-0001

MCO P1700.29
MRS
8 Nov 99

MARINE CORPS ORDER P1700.29

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS SEMPER FIT PROGRAM MANUAL

Ref: (a) SECNAVINST 6100.5 (NOTAL)
(b) SECNAVINST 5100.13B (NOTAL)
(c) MCO P1700.27A
(d) MCO 3500.27
(e) MCO P1700.28
(f) MCO 5040.6F
(g) MCO P10110.17C
(h) MCO P10110.14L
(i) MCO 1510.25C
(j) MCO P1700.24B
(k) MCO 6100.10B
(l) MCO 6100.3J
(m) MCO 5100.30
(n) MCO 5100.29
(o) SECNAVINST 5300.30C
(p) MCO P1000.6F
(q) MCO 4630.16C
(r) MCO 5102.1
(s) MCO 5300.9
(t) NAVMED P5010 (NOTAL)
(u) MCO 3574.2
(v) MCO 8300.1
(w) MCO P8011.4H
(x) JAGINST 5800.78 (NOTAL)

Encl: (1) Locator Sheet

1. Purpose. To publish policies and standards of the Marine Corps Semper Fit Program, a comprehensive fitness, recreation, and health promotion program, as required by references (a) and (b). This program provides commanders with a combined arms team of fitness professionals, medical experts, educators, and recreation specialists that encourage and support healthy

DISTRIBUTION STATEMENT A: APPROVED FOR PUBLIC RELEASE,
DISTRIBUTION IS UNLIMITED

8 NOV 99

lifestyles resulting in increased productivity, reduced medical costs, and greater combat readiness. The Semper Fit Program consolidates support for programs mandated by references (c) and (d). These existing programs shall be used as resources in establishing and coordinating installation/command Semper Fit Programs.

2. Cancellation. MCO 6200.4A.

3. Summary of Revision. This Manual has been substantively revised and must be reviewed in its entirety.

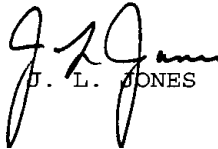
4. Background. The initiatives behind Semper Fit are the Department of Defense (DoD) Operation "Be Fit," and Department of Health and Human Services Healthy People 2000 Program, to improve the health of our nation. The DoD has incorporated objectives from the Healthy People 2000 Program per the DoD Directive 1010.10. These objectives have been tailored as they pertain to the Marine Corps. This Manual contains the specifics of those programs modified by recent developments and changes, as published through DoD Directives, SECNAV Instructions, and Marine Corps Orders. This Manual is designated for ease in locating specific items and to provide a more comprehensive understanding of the Marine Corps Semper Fit Program.

5. Recommendations. Recommendations concerning the content of the Marine Corps Semper Fit Program are invited. Forward recommendations to Personal and Family Readiness Division (CMC (MR)), via the appropriate chain of command.

6. Applicability and Scope. This Manual applies to all Marine Corps personnel. Family members and retirees may participate on a voluntary basis. Civilian employees, both appropriated and nonappropriated fund may participate on a voluntary basis. However, this Manual does not override DoD Instructions or provisions of existing civilian collective bargaining agreements until their expiration. Prior to implementing this policy for civilian employees, activities must, where applicable, discharge their labor relations obligations.

7. Records Disposition. The records required by this Manual will be disposed of as indicated herein.

8. Certification. Reviewed and approved this date.

..... 
J. L. JONES

DISTRIBUTION: PCN 10202320900

Copy to: 7000110 (55)
7000144/8145004,005 (2)
8145001 (1)

LOCATOR SHEET

Subj: MARINE CORPS SEMPER FIT PROGRAM

Location: _____
(Indicate the location(s) of the copy(ies) of this Manual.)

ENCLOSURE (1)

MARINE CORPS SEMPER FIT PROGRAM

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change

MARINE CORPS SEMPER FIT PROGRAM

CONTENTS

CHAPTER

INTRODUCTION

1 HEALTH PROMOTION

2 FITNESS PROGRAM

3 SPORTS PROGRAM

4 RECREATION

5 RECREATIONAL/OFF-DUTY SAFETY

6 SINGLE MARINE PROGRAM

MARINE CORPS SEMPER FIT PROGRAM

INTRODUCTION

0001. OVERVIEW

1. While the transformation of making Marines begins with the recruiter, sustaining the transformation is the responsibility of those who lead our Marines. Marine Corps Community Services (MCCS) Semper Fit Programs are designed to assist our leadership in sustaining the transformation, and to be a force multiplier that helps maintain Marines as the Nation's premier warfighters. Semper Fit Programs are directly related to combat readiness. They serve as the main mechanism through which a variety of programs, services and activities will be provided to our single Marines, married Marines and their families, as well as retired service members and their dependents. The primary focus of the Semper Fit Program will be to provide healthy lifestyle activities and education that assist the "Commander" in preventing situations before they develop into serious problems which negatively impact on mission readiness of our Marines, our commands, and the readiness of our families to succeed as partners in this challenging way of life.

2. I stated in my planning guidance that ... "taking care of our own has long been a hallmark of our Corps." Taking care of our own means seeing to the well-being of our Marines and their families. The number one modernization and product improvement program will continue to be the individual Marine. I also stated, "Ultimately people, not machines, determine our success in war." These words strike to the heart of what the Semper Fit Program is about. Our Corps, by its very nature, is a people-intensive force. Our ability to win battles rests on the backs of our Marines and their physical and mental capability to charge forward. They are our centerpiece and the reason we place such a strong emphasis upon taking care of them physically and mentally. To complement that effort, we must concentrate on sustaining them and their families so they are ready to accomplish the mission and can concentrate fully on the military objective when the Nation calls.

0002. PHILOSOPHY

1. We have one Corps ... we will have one standard approach to personal and family readiness. Our Marines and families must be able to expect and receive the same level of access and availability to standardized support services and programs regardless of where they are stationed throughout the Corps.

MARINE CORPS SEMPER FIT PROGRAM

These programs require top down guidance and command engagement so we can ensure consistency across the Corps.

2. The Marine Corps views our quality of life (QOL) efforts in holistic terms. We do not see our QOL programs as individual components, but rather interlocking and interdependent elements of a system designed to support readiness and retention and take care of our Marines and their families. The Semper Fit Program is dependent upon each of the other elements of MCCA to achieve success. The MCCA program is very much like a "combined arms fire support team," with each piece fitting together to make an effective whole in order to put steel on target. The center of that team is the commander.

3. The policies contained in this Manual were developed in support of my planning guidance with the intent to help sustain Marines and to win battles.

0003. BACKGROUND. The Semper Fit Program is the point of main effort for healthy lifestyles through which a variety of programs will be provided to our active and retired Service members, DoD employees, and families, per reference (c). This comprehensive Semper Fit Program will provide every commander with the "combined arms support team" of fitness professionals, medical experts, educators and recreation specialists. The Semper Fit Program shall be built around the following standardized programs: Health Promotion, Fitness, Sports and Athletics, Basic Social Recreation (to include the Single Marine Program and recreation centers/rooms), Recreational Aquatics, Parks and Recreation, and Outdoor Recreation, that encourage and support healthy lifestyles and result in increased productivity, reduced medical costs, and greater military readiness. The interaction between the MCCA Semper Fit, Marine Corps Family Team Building (MCFTB), Personal Service (PS), Business Operations and General Support capabilities as well as the Naval Medical capabilities is key to the success of the Semper Fit Program. The garrison fitness centers and gymnasiums shall be the focal point of this effort.

0004. POLICY. The Marine Corps will ensure total force and family readiness and maximize individual performance by implementing a variety of programs which encourage healthier lifestyles and QOL at least equal to that of the Nation which we defend. These programs and services are directly related to the combat readiness of our individual Marines, our commands, and the readiness of our families to succeed as partners in this challenging way of life. These programs and services are

MARINE CORPS SEMPER FIT PROGRAM

absolutely essential and have the Commandant's support and the support of every leader in our Corps.

0005. INTENT. A change is sought in our Marine Corps culture. Surveys show that tobacco use and excessive alcohol consumption are widespread in our Corps. These and other unhealthy lifestyle choices undermine and weaken the most precious asset we have - our Marines. We require a Marine Corps environment which will foster peak performance through maximal health; an "ultimate health and fitness club" which serves to maintain the "ultimate warrior", the U.S. Marine. That environment is fostered by the Semper Fit Program, which provides Marines with education, as well as positive activities during leisure time. Leaders at all levels are tasked to reshape our Marine Corps culture through education and personal example and by implementing the letter and spirit of this Manual.

0006. Operating Standards and Benchmarks

1. Early Morale, Welfare, and Recreation (MWR) Board of Director meetings revealed the MCCS programs were being offered with a wide array of disparity among various commands. This resulted in the identification of core standards to define and create equity among all Marine Corps commands. These Semper Fit core standards will be the priority for resourcing prior to resourcing non-core programs.

2. The purpose of the standard is two fold. First, to create a forum to capture the data upon which operating standards and benchmarks can be established or modified, and secondly to create a vehicle to articulate the current operating standards and benchmarks to all users.

3. The core program standards data, identified from both data calls as well as industry standards and benchmarks applicable to the Semper Fit Program, also allows the capability to measure both "as is" installation and desired "end state". This data is based upon active duty military population only. The Semper Fit operating standards are organized by core program and services and are documented in each of the following chapters. Each standards consists of the following documents:

a. In support of the standards, a narrative presentation of the measure/characteristic being evaluated, the current standard for same, as well as a formula upon which the standard is based.

MARINE CORPS SEMPER FIT PROGRAM

b. A graphic display of the standards scoring spreadsheet for the program/service being evaluated.

0007. QUALITY ASSURANCE/SATISFACTION SURVEYS

1. While establishing required plans, commanders and Semper Fit Directors (SFD) shall inventory and review Semper Fit activities on an installation, or other command-level basis, using the following factors:

a. Personnel needs and interests. A patron interest survey shall be conducted, as needed, as part of the above cited review.

b. Customer satisfaction surveys. Commands shall strive to achieve customer satisfaction ratings of at least 74 percent per activity, based upon local patron interest surveys.

c. Physical and natural resources both on and off base.

d. Programs and facilities available at adjacent military bases.

e. Available or projected manpower resources necessary for effective program operation and management.

f. Available fiscal resources. Per reference (c), resources may include Appropriated Fund (APF) and Nonappropriated Fund (NAF). Sponsorship support is authorized, per reference (e).

g. The different physical and psychological demands on DoD personnel at differing locations and under differing conditions.

h. Operational Risk Management (ORM) risk factors outlined, per reference (d), and designated high-risk activities per paragraph 5003.

0008. PROGRAM MEASURES OF EFFECTIVENESS (MOE's). See individual chapters and reference (c).

0009. INSPECTION REQUIREMENTS. Semper Fit Programs will be inspected/audited, per references (c) and (f).

MARINE CORPS SEMPER FIT PROGRAM

0010. WAIVERS. Waivers from the policies contained in this Manual must be authorized in writing by CMC (MR). All policy waivers shall be requested and issued through normal Marine Corps channels.

0011. ELIGIBILITY

1. Use of Semper Fit activities are based upon paragraph 2101 (Eligible User) of reference (c).

2. Installation Commanders have the authority to set priority based on reference (c) and space availability.

0012. SEMPER FIT TRAINING. Training, seminars, and workshops offered by professional organizations are of value to the employee as sources of development. Membership in professional associations is encouraged as a way of maintaining state-of-the-art knowledge in one's career field. Commands are authorized to utilize NAF funds to pay for memberships and professional associations that are relevant to the position responsibilities. Attendance at annual meetings and conferences provides opportunities to exchange ideas and concepts with colleagues employed in private industry and other agencies. Additionally, trade associations and professional societies publish literature that contains a wide range of technical information not readily accessible by other sources.

0013. EQUIPMENT. The SFD shall ensure there is adequate audiovisual, computer hardware and software, telephones, copy machines, and other equipment as necessary, to ensure mission accomplishment. Computer hardware necessary for office use will be capable of running current versions of the standard Marine Corps office automation software and other software required to support mission requirements. Both hardware and software will be purchased in compliance with applicable Marine Corps Orders.

0014. ACTION

1. As program sponsor, CMC (MR) shall:

a. Coordinate with Health Services (HS), Personnel Management Division (MM), Safety Division (SD), Manpower Plans and Policy Division (MP), Chaplain of the Marine Corps (REL), Public Affairs (PA), Facilities and Services Division (LF), and CG, MCCDC (Training and Education Division) in support of the

MARINE CORPS SEMPER FIT PROGRAM

Semper Fit Program at the Headquarters, Department of the Navy (DoN), and DoD levels.

b. Provide guidance to all activities regarding Semper Fit policy and plans.

c. Provide information for publicity/marketing programs, plans, and materials.

d. Develop and recommend program evaluation and effectiveness plans to support the overall program.

e. Provide standardization guidance to all major commands.

f. Assess progress toward goals and objectives, set forth in Chapter 1 (Health Promotion), in conjunction with DoD and National Health Objectives.

g. Create an awareness designed to publicize the benefits from Semper Fit and target efforts to celebrate Semper Fit, in health/recreation/sports-oriented publications via internal and external release efforts.

h. Advise installation MCCA activities to incorporate the use of commercial and community sources in support of their local Semper Fit Program as appropriate.

i. Promote healthy choices in food and hospitality facilities to enhance the well-being and morale of Marines, their families, and authorized patrons, per reference (g).

2. CMC (LF) shall:

a. Ensure that food service personnel develop and implement menus that promote healthy food choices and support health enhancing decisions in the food service environment, per references (g) and (h).

b. Provide nutrition guidance and the Semper Fit Nutrition Manual.

c. Provide facilities guidance and support to activities to ensure infrastructure supportive of Semper Fit is properly planned and developed.

MARINE CORPS SEMPER FIT PROGRAM

3. CMC (REL) shall:

- a. Provide advice and assistance regarding Chaplain and Command Religious Program involvement in support of Semper Fit initiatives.
- b. Ensure that Command Religious Program personnel, in cooperation with the local Medical Treatment Facility (MTF), Community Service (CS), and Substance Abuse Counseling Center (SACC) are a primary resource to assist local commands in developing stress management and suicide awareness programs.
- c. Ensure Chaplain representation on all installation/ command Single Marine Program (SMP) Commander's Committees.

4. CMC (MP) shall:

- a. Ensure that civilian employees are encouraged to pursue healthy lifestyles.
- b. Respond to civilian employee inquiries and provide advice and guidance via the normal chain of command with respect to civilian personnel policies and issues related to the Marine Corps Semper Fit Program.

5. CMC (PA) shall:

- a. Coordinate with MR to ensure key Semper Fit themes, programs, events and updates are incorporated into the annual PA plan.
- b. Disseminate information on key Semper Fit themes, programs, events and updates through MCNEWS, Marines Magazine, MarineLink, and civilian media outlets as appropriate.
- c. Coordinate with MR to obtain information and/or provide a subject matter expert as spokesperson when responding to civilian media inquiries pertaining to Semper Fit programs.
- d. Coordinate with command Public Affairs Office (PAO) to ensure information on Corps-wide Semper Fit themes, programs, events and updates is provided for incorporation into the local command Semper Fit information effort, to include team and individual sports accomplishments when appropriate.

MARINE CORPS SEMPER FIT PROGRAM

6. CMC (HS) shall:

a. Advise and assist the involvement of Fleet Marine Forces (FMF) medical departments in providing support to the Semper Fit Program.

b. Coordinate, with the Chief of Bureau of Medicine and Surgery, the collaboration of Semper Fit Programs with MTF Health Promotion programs located on Marine Corps installations/ commands. This relationship will result in a fully developed, implemented and fostered health promotion program.

7. Component/Supporting Establishments Commanders (COMMARCORBASES LANT/COMMARCORBASES PAC/MARFORRES/MCCDC/MCRC/ COMMARCORLOGBASES) shall:

a. Designate and maintain a staff officer cognizant on all matters pertaining to Semper Fit Programs, policies and associated resources. Provide implementing guidance and policy to assigned installations and operating forces as appropriate.

b. Replicate and maintain CMC (MR) organizational pattern at assigned installations in order to ensure unity of effort and command.

c. Emphasize CMC's message on alcohol usage at all command levels, and that all personnel through the chain of command must set a strong example of personal behavior. Emphasis shall include individual responsibility, leadership responsibility, and command responsibility.

d. Regionalize services as appropriate between bases within close proximity, and when practicable, encourage partnerships with the local community to optimize resources for the delivery of services.

e. Review, prioritize, and consolidate Plan of Action and Milestone (POA&M) requirements concerning personnel, budget, and training initiatives for Semper Fit Programs.

f. Ensure Semper Fit Programs are included in the appropriate Mobilization and Contingency Plans.

g. Ensure all basic/technical training programs for officers and enlisted have targeted education regarding Semper Fit's Health Promotion training on suicide awareness, alcohol and substance abuse prevention, Sexually Transmitted Disease (STD) and Human Immunodeficiency Virus (HIV) transmission prevention, and tobacco cessation.

MARINE CORPS SEMPER FIT PROGRAM

h. Ensure guidance is implemented prohibiting the use of tobacco products by military and civilian personnel in instructor positions while in the presence of recruits/students at all initial entry points and formal training courses.

8. CG MCCDC shall:

a. Ensure elements from Semper Fit are included in the Troop Information Program as per reference (i).

b. Ensure all professional level training programs for officers and enlisted have targeted education regarding Semper Fit's Health Promotion training on suicide awareness, alcohol and substance abuse prevention, HIV/STD transmission prevention, and tobacco cessation.

c. Ensure guidance is implemented prohibiting the use of tobacco products by military and civilian personnel in instructor positions while in the presence of recruits/students at all initial entry points and formal training courses.

9. CG MCRD's shall:

a. Ensure guidance is implemented prohibiting the use of tobacco products by military and civilian personnel in instructor positions while in the presence of recruits.

b. Provide instruction on the Semper Fit Health Promotion Program to all recruits. Include at a minimum; suicide awareness, alcohol and substance abuse prevention, HIV/STD transmission prevention, and tobacco cessation. Incorporate an overview of Semper Fit as it applies to current capabilities (i.e., fitness, health promotion/education, sports, and recreation programs).

10. Installation Commanders shall:

a. Duplicate and maintain CMC (MR) organizational pattern at the installation to ensure unity of effort and command.

b. Designate a fitness center or gymnasium as the primary Semper Fit Center to serve as the focal point for Semper Fit programs, activities, and information.

c. Allot time during "Welcome Aboard" briefs for the introduction of Semper Fit and SMP capabilities aboard the base.

d. Assign, in writing, an installation SFD to coordinate program support and awareness of capabilities.

MARINE CORPS SEMPER FIT PROGRAM

- e. Assign a Semper Fit Medical Liaison, from the local MTF, to provide support to SFD.
- f. Assign liaison at PS to provide support to SFD's.
- g. Develop command Semper Fit Programs utilizing local MCCS/MTF resources, religious programs, and any other installation resources as required and available.
- h. Coordinate implementation of programs and delivery of services with operational commanders.
- i. Develop budget requirements relative to the Program Objective Memorandum (POM) for all Semper Fit Programs. These requirements will be submitted to the major commands for review and prioritization prior to consolidation and submission to CMC (MR).
- j. Regionalize services as appropriate between bases within close proximity, and when practicable, encourage partnerships with the local community to optimize resources for the delivery of services.
- k. Ensure infrastructure requirements for Semper Fit Programs are included in installation master plans and POM submissions and include Semper Fit Programs in the Installation Contingency and Mobilization Plan.
- l. Ensure that SFD's maintain copies of Battalion/Squadron level Semper Fit Officer (SFO) appointment letters for two years from the date of appointment.
- m. Ensure support is provided to Marines (and family members) on independent duty within a 100-mile radius.
- n. Ensure Semper Fit themes, programs, events and updates are incorporated into public affairs planning and products, highlighting key program elements including: health, fitness, safety, intramural and recreational sports opportunities, competitive athletics, and the SMP.
- o. Ensure comprehensive internal coverage and effective support to civilian journalists when hosting All-Marine or Armed Forces events.
- p. Ensure command Semper Fit or MCCS Directors forward to MR background information on Marines participating in All-Marine and Armed Forces events. This includes a biographical fact sheet on the Marine, including name, rank, hometown, duty assignment, date

MARINE CORPS SEMPER FIT PROGRAM

of enlistment, athletic accomplishments (best time, highest score, etc.), and articles and photos (with negatives if feasible) of the events and individuals.

q. Ensure team Officer In Charge (OIC) provide the PA office of the command hosting All-Marine and Armed Forces events background information on Marines participating in the event. This includes a biographical fact sheet on the Marine, including name, rank, hometown, duty assignment, date of enlistment, athletic accomplishments (best time, highest score, records, etc.), and team and/or individual photos of the participants for use in PA products.

11. Operational Commanders shall:

a. Be informed of Semper Fit Programs which provide tools to enhance operational readiness.

b. Assign, in writing, a battalion/squadron level SFO (SNCO or higher) to act as liaison with the installation SFD to coordinate program support and awareness of capabilities.

c. Ensure required Semper Fit training is provided to all personnel.

12. All commanders shall:

a. Ensure all commanders and sergeants major down to battalion/squadron/recruiting station (RS)/Inspector-Instructor Staff (I&I) levels obtain a brief on the command's/installation's Semper Fit Programs.

b. Utilize installation Semper Fit Health Promotion Subject Matter Experts (SME) and, as necessary, local Health Promotion SME to the fullest extent possible in carrying out Semper Fit Health Promotion Training at the unit level.

c. Include Semper Fit Program compliance and evaluation as part of the command inspection program.

d. Sponsor and/or participate in local community activities that enhance and encourage physical fitness/recreation programs in support of the Semper Fit Program.

e. Ensure command orientation programs include information on where to obtain Semper Fit assistance and resources.

f. Promote a smoke-free working environment in accordance with reference (b), and issue a written tobacco use policy which

MARINE CORPS SEMPER FIT PROGRAM

includes a list of designated smoking/smokeless tobacco use areas.

g. Encourage sponsorship or participation in annual health fairs and any safety awareness promotion. Coordinate assistance through the installation SFD.

h. Promote leadership practices that reduce job related stress through programs that enhance a condition of mental alertness and physical well-being among members of their command (e.g., QOL policies, equal opportunity, sexual harassment education, MCCS programs, counseling services).

i. Ensure the existence of a work environment conducive to improving and protecting health.

j. Provide an environment that promotes appropriate referrals to resources for counseling and supportive services without detriment to their Marines' careers.

MARINE CORPS SEMPER FIT PROGRAM

CHAPTER 1

HEALTH PROMOTION

	<u>PARAGRAPH</u>	<u>PAGE</u>
PURPOSE	1000	1-3
ELEMENTS	1001	1-3
HEALTH PROMOTION PROGRAM CORE STANDARDS . .	1002	1-5
MEASURES OF EFFECTIVENESS	1003	1-6
RESOURCES	1004	1-8
PROGRAM REQUIREMENTS	1005	1-9
INFORMATION REQUIREMENTS	1006	1-9
DUTIES OF THE SEMPER FIT OFFICERS	1007	1-9

FIGURE

1-1	Health Promotion Program Core Standards	1-11
1-2	Health Promotion Program Standards Scoring Spreadsheet	1-16

MARINE CORPS SEMPER FIT PROGRAM

CHAPTER 1

HEALTH PROMOTION

1000. PURPOSE

1. The Marine Corps has a responsibility to its personnel, military (active, reserve, and retired), civilian, and family members, to maintain and encourage a high state of health and military readiness.
2. According to the Center for Disease Control (CDC), approximately 50 percent of all deaths and illnesses in the United States relate directly to unhealthy lifestyle habits, primarily: tobacco use, poor diet, lack of exercise, alcohol abuse, and unmanaged stress. Additional compromises to health and productivity result from injuries and undiagnosed or inadequately controlled hypertension (high blood pressure).
3. Positive lifestyle and behavioral changes should result in optimal health, an enhanced QOL, and improved combat readiness. Semper Fit is a combination of fitness promotion, health education, recreational capabilities support, and related organizational, social, economic, and health care interventions designed to improve and protect our health.
4. The Semper Fit Health Promotion Program includes nine educational elements: tobacco use prevention and cessation, physical fitness, injury prevention, nutrition, stress management, suicide awareness, alcohol and substance abuse prevention and control, early identification and control of hypertension, and STD and HIV transmission prevention.

1001. ELEMENTS

1. The Marine Corps policy for each element of the Semper Fit Health Promotion Program is as follows:
 - a. Tobacco Use Prevention and Cessation
 - (1) Per references (b) and (j), provide a safe, healthy environment which discourages the use of tobacco products, and supports tobacco use cessation and abstinence.
 - (2) Per Executive Order 13058 and reference (b), the Marine Corps prohibits the use of tobacco products in Marine Corps facilities, and employs a positive educational and

awareness approach designed to improve our state of health and military readiness.

(3) Prohibit the use of tobacco products by military and civilian personnel in instructor positions while in the presence of recruits and students under formal school instruction.

b. Physical Fitness

(1) Provide education, capabilities, opportunities, and incentives to establish/maintain healthy, active lifestyles in order to achieve and maintain optimal physical fitness and body composition standards per references (k) and (l).

(2) Coordinate with the Physical Fitness Department to ensure the provision of fitness assessments and training on physical fitness.

(3) Weight control issues and physical fitness requirements are set forth in references (k) and (l).

c. Injury Prevention. Provide education to increase injury awareness, leading to a reduction in the incidence of injuries per references (m) and (n). Implement ORM in Semper Fit programs, per reference (d). ORM will assist in establishing and maintaining proper recreational safety procedures and safe work environments.

d. Nutrition

(1) Provide comprehensive nutrition education programs to achieve and maintain an optimal level of nutritional health and body composition, per references (g) and (h).

(2) Individually tailored weight control programs or dietary consultation should be organized as needed by the medical and Semper Fit SME's, as part of the Fitness/Semper Fit Health Promotion capability.

e. Stress Management. Provide programs to develop adaptive coping skills to effectively deal with stress.

f. Suicide Awareness. Provide annual training in suicide awareness. Training should be provided to the smallest possible element (platoon, section, sub-station, etc.) to gain maximum effectiveness.

g. Alcohol and Substance Abuse Prevention and Control

(1) Provide annual training, programs, and initiatives that support prevention of alcohol or substance abuse/addiction, per reference (j), that identify the risks, consequences, and legal ramifications of substance abuse.

(2) Stress individual, leadership, and command responsibility in the consumption of alcohol, per reference (j).

(3) Deglamorize the use of alcohol by decreasing or eliminating the association of alcohol with "good times."

(4) Promote the responsible use of alcohol through messages that promote the following philosophies:

- (a) Don't get drunk.
- (b) Don't drink and drive.
- (c) Get help if you need it.
- (d) It's okay not to drink.

h. Hypertension Education and Control

(1) Provide education on early hypertension identification, and factors influencing blood pressure (such as diet, exercise, and medications).

(2) Encourage all personnel to receive biannual blood pressure checks, and treatment referral if necessary.

i. STD and HIV Transmission Prevention. Provide annual training programs that focus on modes of transmission and prevention of STD and HIV, per reference (o).

1002. SEMPER FIT HEALTH PROMOTION PROGRAM CORE STANDARDS

1. Core standards for the Semper Fit Health Promotion program have been developed using data from the 1998 Department of Defense Survey of Health Related Behaviors Among Military Personnel, and the FY 99 CMC (MR) Semper Fit Study Group.

2. Operating standards and benchmarks for the Semper Fit Health Promotion program are outlined in figures I-1 and 1-2.

1003. MEASURES OF EFFECTIVENESS (MOE's)

1. The Marine Corps Semper Fit Health Promotion Program MOE's are based on objectives adopted from the Department of Health and Human Services Healthy People 2000 Program, as well as the goals and objectives agreed to by the Secretary of Defense through the Prevention, Safety, and Health Promotion Council (PSHPC).

2. The purpose of the PSHPC is to advance health promotion and prevention initiatives that support the DoD Strategic Plan - especially the goals: Fit and Ready Force; and Healthy Communities at home and abroad, in peacetime and in conflict.

3. The main source of information to determine progress toward goals and objectives will be the DoD Survey of Health Related Behaviors Among Military Personnel. This survey is conducted approximately every three years and is designed to collect data to assess progress toward selected Healthy People 2000 objectives for active duty military personnel. Any reference to "the survey" will refer to the DoD Survey of Health Related Behaviors Among Military Personnel only.

4. Measures of Effectivenessa. Tobacco Use Prevention and Cessation

(1) Goal. To provide effective, safe, quality tobacco cessation education.

(2) Performance Measure

(a) All Marine Corps Bases/Installations will provide a minimum of one medically endorsed tobacco cessation program to Marines, family members, retirees, and DoD civilian employees.

(b) Continuously increase the number of Marines who report on the survey that they do not use tobacco products.

b. Physical Fitness

(1) Goal. To provide fitness education programs.

(2) Performance Measure. Continuously increase the number of Marines who report on the survey that they are exercising a minimum of three hours per week.

c. Injury Prevention

(1) Goal. To provide effective, quality injury prevention education to all Marines.

(2) Performance Measure. Continuously reduce work related injuries resulting in hospitalization, medical boards, and physical evaluation boards.

d. Nutrition Education

(1) Goal. To provide effective, quality nutrition education programs.

(2) Performance Measure. Continuously reduce the number of Marines who report on the survey that they have been told by a health professional that they had high cholesterol.

e. Stress Management

(1) Goal. To provide quality, effective stress management programs.

(2) Performance Measure. Continuously increase the number of Marines who report on the survey that they experienced no decrease in job performance due to stress at work or at home.

f. Suicide Awareness

(1) Goal. To provide suicide awareness/prevention programs.

(2) Performance Measure. Continuously reduce the number of Marine Corps suicides annually.

g. Alcohol and Substance Abuse Awareness

(1) Goal. To provide quality, effective alcohol and substance abuse prevention programs.

(2) Performance Measure

(a) Continuously reduce the number of Marines who report on the survey that they are drug users/heavy drinkers.

(b) Continuously decrease the number of Marines who report on the survey that their job performance was affected due to alcohol and/or substance abuse.

(c) Reduce the incidents of alcohol abuse and illegal substance abuse, per reference (j).

h. Hypertension

(1) Goal. To provide a quality hypertension awareness program.

(2) Performance Measure

(a) Continuously increase the number of Marines who report on the survey the results of their blood pressure checks within the past two years.

(b) Continuously reduce the number of Marines who report on the survey that they have been told by a health professional that their blood pressure was high.

(c) Continuously increase the number of Marines who report on the survey that they understand what hypertension is and where to go for assistance in hypertension reduction.

i. STD and HIV Transmission Prevention

(1) Goal. To provide quality, effective STD/HIV transmission programs.

(2) Performance Measure

(1) Continuously increase the reported use of condoms among sexually active unmarried Marines.

(2) Continuously reduce the average incidence of new Marine HIV cases annually.

(3) Continuously decrease the number of Marines who report on the survey that they have had a sexually transmitted disease in their lifetime.

1004. RESOURCES

1. Installation SFD will utilize local MCCS capabilities to include SACC, PS, or other organizations such as the local MTF to the fullest extent possible for coordination and support of Semper Fit Health Promotion requirements.

2. SFD's may seek assistance from other available resources. Liaison with CMC (MR) and other major command SFDs is encouraged.

1005. PROGRAM REQUIREMENTS

1. The ultimate goal of Semper Fit Health Promotion is to create an atmosphere within the Marine Corps that contributes to total health. To achieve this atmosphere, all Marines must understand the importance of a healthy lifestyle. Through proper education and training the goal of total health will be attainable.

a. Marine Corps commands shall ensure that all Marines receive education and training annually in Suicide Awareness, STD/HIV Transmission Prevention, Alcohol and Substance Abuse Prevention and Control, and the effects of tobacco use.

b. Commands shall ensure that three additional hours of Semper Fit Health Promotion training are provided annually. The three hours may be divided among the remaining Semper Fit elements. Choice of training should be based upon the needs and interests of the respective units.

1006. INFORMATION REQUIREMENTS

1. All Health Promotion Directors shall report program costs and usage data to the SFD on a periodic basis as determined by the SFD.

2. Completion and recording of annual training requirements will be inspected by Commanding Generals on regularly scheduled inspections.

1007. DUTIES OF THE UNIT SFO's

1. To ensure that the unit's Semper Fit requirements are being met per reference (c), an SFO shall be assigned in writing at the Battalion/Squadron/RS/I&I level. Basic guidelines of duties are as follows:

a. Assist the unit Commanding Officer in meeting the training requirements for the Semper Fit Health Promotion Program.

b. Advise the Commanding Officer on all capabilities provided by the Semper Fit Program.

c. Function as the overall liaison between the local unit and the installation SFD.

d. Identify immediate, intermediate, and long-range needs of the command in order to achieve MOE's set by this Manual.

MARINE CORPS SEMPER FIT PROGRAM

SCOPE

Measure:	QUALIFICATIONS OF DIRECTOR, HEALTH PROMOTIONS
Purpose:	To ensure each person who has supervisory responsibilities for the health promotions program at each installation possess demonstrable professional competence in health promotions.
Standard	Each installation, as a minimum, will have 1 qualified Health Promotions Director.
Source:	Cooper Institute for Aerobic Research (CIAR), American College of Sports Medicine (ACSM), Naval Environmental Health Center (NEHC), Wellness Councils of America.
Calculation	Total number of Marine Corps installations divided by Total number of Health Promotions Directors.
USMC Avg.	

Measure:	QUALIFICATIONS OF SUPPORT STAFF
Purpose:	To ensure each person who has educational responsibilities for the health promotions program at each installation possess demonstrable professional competence in health promotions.
Standard	Each installation above an active duty population of 8,000 will have, as a minimum, 1 qualified Health Promotion Educator.
Source:	CIAR, ACSM, NEHC, Wellness Councils of America.
Calculation	Total number of designated Marine Corps installations divided by Total number of Health Promotions Educators.
USMC Avg.	

Measure:	TO PROVIDE HEALTH PROMOTIONS PROGRAMS
Purpose:	To provide a minimum level of services and programs at Marine Corps installations.
Standard	Overall program will incorporate 9 elements of health promotions to include: tobacco use prevention and cessation, physical fitness, injury prevention, nutrition education, stress management, suicide awareness, alcohol and substance abuse prevention and control, early identification and control of hypertension, and STD/HIV transmission prevention.
Source:	SECNAVINST 6100.5
Calculation	Total number of mandated programs offered divided by total number of mandated programs.
USMC Avg.	

Figure 1-1.--Health Promotion Core Standards.

MARINE CORPS SEMPER FIT PROGRAM

Measure:	TO PROVIDE AUDIOVISUAL SUPPORT
Purpose:	To provide a minimum level of audiovisual support and equipment available at Marine Corps installations
Standard	One (1) A/V suite per Health Promotions program. A suite will include but not limited to 2 overhead projectors, and screens, copier, computer, VCR, television, slide and light projectors, and laptop computer.
Source:	Naval School of Health Sciences Audiovisual Management Department.
Calculation	Total number of health promotions programs divided by total number of A/V suites.
USMC Avg.	

Measure:	TO PROVIDE TOBACCO CESSATION PROGRAM
Purpose:	To provide education and motivational assistance on tobacco cessation.
Standard	Health promotions director will coordinate with Medical Treatment Facility and other SME to provide a program incorporating education, and use of nicotine replacement therapy (NRT), and periodic follow-ups with participants.
Source:	DOD DIR 1010.10, BUMED 6110.13, American Cancer Society, Duke University.
Calculation	Total number of program components mandated divided by total number of program components provided.
USMC Avg.	

Measure:	TO PROVIDE PHYSICAL FITNESS EDUCATION
Purpose:	To provide educational support to improve PFT performance and unit readiness.
Standard	HP director will coordinate a physical fitness education program to include but not limited to 5 areas: self-directed programs, weight management programs, body composition, PFT enhancement and PFT remedial assistance programs in coordination with the Fitness Director.
Source:	MCO 6100.3J, MCO 6100.10B, SECNAVINST 6100.5, ACSM
Calculation	Total number of mandated program components divided by total number of mandated program components provided.
USMC Avg.	

Figure 1-1.--Health Promotion Core Standards--Continued.

MARINE CORPS SEMPER FIT PROGRAM

Measure:	TO PROVIDE SUICIDE AWARENESS AND PREVENTION TRAINING AND EDUCATION
Purpose:	To provide required annual training in suicide awareness to the smallest possible element.
Standard	Health promotions director will coordinate with chaplains and other SME to provide required annual training in suicide awareness and prevention.
Source:	OPNAV 6100.2, DOD DIRECTIVE 1010.10, BUPERS (PERS-601)
Calculation	Total number of Marine Corps installations divided by total number of programs offered.
USMC Avg.	

Measure:	TO PROVIDE ALCOHOL AND SUBSTANCE ABUSE PREVENTION TRAINING
Purpose:	To provide required annual training program and initiatives that support prevention of alcohol or substance abuse/addiction.
Standard	Health promotions director will coordinate with Substance Abuse Counseling Centers/Drug Demand Reduction Center and other SME to ensure required annual training in alcohol and substance abuse prevention.
Source:	MCO P1080.40
Calculation	Total number of Marine Corps installations divided by total number of programs offered.
USMC Avg.	

Measure:	TO PROVIDE HYPERTENSION EDUCATION PROGRAMS
Purpose:	To provide a minimum level of services and programs at Marine Corps installations.
Standard	Health promotions director will coordinate using SME provide programs for early hypertension identification and information on factors influencing blood pressure (diet, exercise, medication, and treatment referral).
Source:	OPNAV 6100.2, MCO 5100.30
Calculation	Total number of mandated programs divided by total number of mandated programs provided.
USMC Avg.	

Figure 1-1.--Health Promotion Core Standards--Continued.

MARINE CORPS SEMPER FIT PROGRAM

Measure:	TO PROVIDE EDUCATION ON STD/HIV TRANSMISSION AND PREVENTION
Purpose:	To provide required annual training on STD/HIV transmission and prevention.
Standard	Health promotions director will coordinate with Medical Treatment Facility and other SME to ensure required annual training on STD/HIV transmission and prevention.
Source:	MCO P1000.6F, BUMEDINST 6110.13, American Red Cross.
Calculation	Total number of Marine Corps installations divided by total number of programs offered.
USMC Avg.	

Figure 1-1.--Health Promotion Core Standards--Continued.

MARINE CORPS SEMPER FIT PROGRAM

SCOPE : PROGRAM	HEALTH PROMOTION	INSTALLATION NAME
STANDARD: 9 Mandated Program Elements		
A. Suicide Awareness and Prevention (Yes or No)		
B. Alcohol and Substance Abuse Prevention (Yes or No)		
C. STD/HIV Transmission Prevention (Yes or No)		
D. Tobacco Use Prevention and Cessation (Yes or No)		
E. Injury Prevention (Yes or No)		
F. Hypertension Identification and Control (Yes or No)		
G. Nutrition Education (Yes or No)		
H. Physical Fitness (Yes or No)		
I. Stress Management (Yes or No)		
Total number of elements implemented		
HUMAN RESOURCES		
STANDARD: 1 Qualified Health Promotion Director per Installation		
Number of certified health promotion directors		
STANDARD: 2 Qualified Health Promotion Educator per Installation		
Number of qualified health promotion educators		
EQUIPMENT		
STANDARD 1 Audio/Visual (A/V) Suite per Health Promotion Program		
At a minimum, the A/V suite will contain: (2) overhead projectors and screens; (1) copier;		
(1) desk top computer; (1) VCR; (1) television; (1) slide projector; (1) light projector; (1) lap top computer		
SCORE : SEMPER FIT HEALTH PROMOTION PROGRAM ELEMENT STANDARDS		
SUICIDE AWARENESS AND PREVENTION STANDARD		
Health Promotion Director will coordinate with chaplains and other SME to provide programs to ensure required annual training annual training on Suicide Awareness and Prevention.		
ALCOHOL AND SUBSTANCE ABUSE PREVENTION STANDARD		
Health Promotion Director will coordinate with Substance Abuse Counseling Centers and other SME on Alcohol and Substance Abuse Prevention.		
STD/HIV TRANSMISSION PREVENTION STANDARD		
Health Promotion Director will coordinate with Medical Treatment Facilities and other SME to ensure required annual training on STD/HIV Transmission Prevention.		
TOBACCO USE PREVENTION AND CESSATION STANDARD		
Implement a 3-Tier Tobacco Use and Substance Abuse Prevention Program. The Health Promotion Director will coordinate with Medical Treatment Facilities and other SME to provide:		
1. A program incorporating education.		
2. The use of Nicotine Replacement Therapy (NRT).		
3. Periodic follow-ups with program participants.		
INJURY PREVENTION STANDARD		
Implement a 4-Tier Injury Prevention Program. The Health Promotion Director will coordinate with physical therapists and other SME to provide injury prevention programs to include, but not limited to:		
1. Back Injury Prevention		
2. Overuse Injury Prevention		
3. Patellofemoral Pain Syndrome (PPFS)		
4. Lower Extremity Flexibility Training		
HYPERTENSION EDUCATION AND CONTROL STANDARD		
Implement a Multi Faceted Hypertension Education and Control Program. The Health Promotion Director will coordinate using SME to provide programs for:		
1. Early hypertension identification.		
2. Information on factors influencing blood pressure (Diet, Exercise, Medication, and Treatment Referral)		
NUTRITION EDUCATION STANDARD		
Implement a 3-Tier Nutrition Education Program. The Health Promotion Director will coordinate with SME to provide a Nutrition program to include, but not limited to:		
1. Basic Nutrition Education		
2. Cholesterol Education		
3. One-on-One education with Nutritionists/Dieticians		
PHYSICAL FITNESS STANDARD		
Implement a 3-Tier Physical Fitness Program. The Health Promotion Director will coordinate a physical fitness program to include, but not limited to:		
1. Weight Management		
2. Body Composition		
3. Remedial PT Assistance Programs (In coordination with the Fitness Director)		
STRESS MANAGEMENT STANDARD		
Implement a multi faceted Stress Management Program. The Health Promotion Director will coordinate a stress management program provided by the Family Service Center and other SME to help Marines develop adaptive coping skills to effectively deal with stress.		

Figure 1-2.--Health Promotion Core Standards Scoring Spreadsheet.

MARINE CORPS SEMPER FIT PROGRAM

CHAPTER 2

PHYSICAL FITNESS PROGRAM

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL	2000	2-3
OPERATING STANDARDS & BENCHMARKS	2001	2-3
MEASURES OF EFFECTIVENESS	2002	2-4
DEFINITION	2003	2-4
PROGRAMMING & SERVICES	2004	2-5
USER FEES AND CHARGES	2005	2-6
SAFETY	2006	2-6
AGE RESTRICTION AND YOUTH ACCESSIBILITY . . .	2007	2-7
INSTRUCTIONAL SKILL DEVELOPMENT	2008	2-8
ADMINISTRATION	2009	2-9
FITNESS STAFF	2010	2-9
TRAINING & MENTORING	2011	2-10
PHYSICAL FITNESS ASSESSMENT	2012	2-11
FITNESS FACILITY AND EQUIPMENT	2013	2-12

FIGURE

2-1	FITNESS & WELLNESS CORE STANDARDS . .	2-15
2-2	FITNESS STANDARDS SCORING SPREADSHEET	2-20

MARINE CORPS SEMPER FIT PROGRAM

CHAPTER 2

PHYSICAL FITNESS PROGRAM

2000. General

1. The redesignated Semper Fit Fitness Centers will serve as our center of gravity for executing the Semper Fit Program. The Physical Fitness Program will consist of fitness education activities for the purpose of promoting physical and mental readiness; developing healthy lifestyles; developing positive self-concepts; and assisting in discovering positive use of leisure time. The Semper Fit Physical Fitness Programs provide Marine Corps personnel and their families with fitness promotion programs and facilities which will effectively contribute to their QOL.

2. Exercise, fitness, recreation, wellness, health promotion, and nutrition are all terms which promote an enriched QOL. The Semper Fit Physical Fitness Program addresses the growing concerns and the needs for positive behavior changes to achieve a healthier lifestyle for the entire Marine Corps community. For optimum results, fitness programs require participants to establish and adhere to long-term commitments to personal health- physically, mentally, socially, and emotionally. The fitness program should help our patrons grow, change, and experience the benefits of health and fitness.

2001. OPERATING STANDARDS & BENCHMARKS

1. Using the "One Corps, One Standard" approach, core programs and standards were identified and established to ensure equitable provision of programs and distribution of resources. They provide a methodology to measure the "as is" state of Command Semper Fit Programs, and, where possible, the capability to compare enterprise/activities to one another and against the private sector. Annually, commands shall evaluate and measure these programs against these standards. Reaching the desired end state of "One Corps, One Standard" is significantly higher with the addition of rational and consistently valued data to the resource allocation process. Operating standards and benchmarks for the fitness program are outlined in figure 2-1.

2002. MEASURES OF EFFECTIVENESS

1. Goal. To provide quality fitness centers and programs that contribute to healthy lifestyles and enable all individuals within the Marine Corps community to achieve an enhanced level of physical and mental readiness.

2. Performance Measures

a. Annually increase the frequency of individuals using fitness centers.

b. Annually increase the frequency of individuals participating in fitness center classes/programs.

c. Increase the number of individuals who report that the physical fitness program makes a direct contribution to readiness.

d. Increase the numbers of individuals who report that physical fitness programs make a significant impact on their health.

3. Outcome. Data will come from the USMC QOL Survey, Customer Satisfaction Index, CMC (MR) annual report, and the MC Leadership Survey.

2003. Definition1. Fitness Center

a. The Installation's primary Semper Fit Fitness Center(s) shall meet the following criteria:

(1) Per the NAVFAC P-80 740-44, physical fitness facilities provide facilities and support services to meet the individuals physical fitness, coordination, skills development, recreation and training needs of military personnel. The facilities may also serve family members, retirees, and authorized civilians. Activities which may be accommodated in a facility include: aerobics, athletic gear issue, badminton, basketball, boxing, calisthenics, cardiovascular training, gymnastics, handball, jogging, martial arts, physical fitness training, racquetball, volleyball, wallyball, weight training, wrestling, group meetings, etc.

(2) Provide programs and services for all authorized personnel to meet the Marine Corps total Semper Fit requirements.

(3) Be equipped with progressive resistance exercise machines, various free weight equipment items, cardiovascular workout machines, and a warm-up/cool down area.

(4) Be professionally managed by trained certified fitness personnel who will be available to assist, guide, and instruct patrons during all hours of operation convenient to the patron.

(5) Provide the following types of programs on a regularly scheduled basis: preactivity screening, fitness assessments and exercise prescriptions, exercise orientation, personal training, strength and muscular conditioning programs, group exercise opportunities, instructional skill development programs, incentive programs that reward users for participation and, in coordination with the health promotion program, provide health promotion and education programs.

b. Facilities that do not meet the aforementioned criteria shall be identified as "Fitness Satellite" (e.g., Bachelor Officer Quarters/Bachelor Enlisted Quarters/barracks and stand alone weight rooms). Commanders are responsible to prescribe safety requirements for usage of satellite facilities.

2004. PHYSICAL FITNESS PROGRAMMING & SERVICES

1. Each primary Semper Fit Fitness Center(s) shall establish a patron-to-staff ratio based on safety and customer assistance needs. Per figure 2-1 and DoD Physical Fitness Center Standards, the ratio shall be one Certified Fitness Instructor for up to 50 patrons (a ratio of 1 instructor to 50 patrons during peak usage).

2. The primary Semper Fit Fitness Center Program will offer the following instructional components:

- a. Cardiovascular conditioning programs.
- b. Strength training and conditioning.
- c. Group exercise programs (aerobics).
- d. Fitness assessments and exercise prescription.
- e. Health promotion and education assistance.

3. As a readiness enhancement, the Semper Fit Physical Fitness Program will continually support the Marine Corps Physical

Fitness Test and Weight Control requirements, per references (k) and (l). This will be accomplished through group exercise or individual instruction for either test preparation, physical fitness training and/or as part of a remedial training program.

2005. USER FEES AND CHARGES. In accordance with DoD Instruction 1015.10, "Category A" programs are considered most essential in meeting the organizational objectives of the Military Service. The physical fitness program is classified as Category A program and considered indispensable to the physical and mental well-being of the service member. Therefore, fees and charges will not be assessed for fitness activities. Group exercise activities will be free for active duty personnel. For all other patrons, it is at the Commander's discretion to assess fees for group exercise classes that require NAF support (i.e., contracted instructors for aerobics, kickboxing, yoga, martial arts, etc.). For additional guidance see paragraph 4004.

2006. SAFETY. Due to the inherent dangers/risks associated with fitness facilities, the following shall be put in place:

1. ORM trained facility staff able to respond in a timely manner to any reasonable foreseeable emergency plan that threatens the health and safety of facility users.
2. A plan for medical and facility emergencies that can be executed by qualified personnel in a timely manner.
3. A preactivity screening shall be offered to each authorized patron that is appropriate to the physical activities to be performed. The Physical Activity Readiness Questionnaire (PAR-Q) is a recommended instrument and can be found in The American College of Sports Medicine's (ACSM) Health/Fitness Facility Standards and Guidelines, Copyright 1996.
4. Post appropriate signage alerting the users to the risks involved in their use of those areas and equipment that present potential increased risk(s).
5. Provide appropriate supervision for all youth programs.
6. No individual or groups shall be permitted unsupervised access to a primary Semper Fit fitness facility. All areas of the fitness complex shall be monitored to ensure patron safety, compliance with policies, assess facility, equipment condition and serviceability, and offer guidance and assistance to the patrons.

7. Per DoD Fitness Center Standards, exercise activity areas that cannot be continuously viewed by the staff are recommended to have surveillance cameras.

8. For additional safety guidance refer to Chapter 5 of this Manual.

2007. AGE RESTRICTION AND YOUTH ACCESSIBILITY

1. Due to the inherent risks and dangers of unsupervised use of fitness facilities, no one under the age of 10 is allowed in the fitness center unless they are participating in a program specifically for children under this age, are spectators in an organized athletic/special event, or are under the direct supervision of an adult 18 years of age or older. All patrons 10 years of age or older shall have a valid ID card.

2. According to ACSM, there is no apparent underlying physiological factors identified that make preadolescents less suitable than adults for prolonged, continuous, aerobic activities. Therefore, children, ages 12-15, may enter the cardiovascular equipment areas. However, direct supervision of the child by an adult 18 years of age or older is required.

3. Direct supervision. Unless provided as a service by the fitness facility, direct supervision is defined as:

a. The sole responsibility of the adult/parent or legal guardian, to supervise and care for their child.

b. The adult/parent or legal guardian is within close proximity and clearly visible by the child.

c. The adult/parent or legal guardian cannot leave the child unattended anywhere in the fitness facility.

d. The adult/parent or legal guardian cannot participate in any event that does not directly involve the child.

e. During cardiovascular/weight training activities, the parent or legal guardian is required to act as the child's workout partner/"spotter".

4. Children, ages 12-15, may participate in cardiovascular and/or weight training activities using the following criteria:

a. Prior to participation, the child, in the presence of an adult/parent or legal guardian, receives an individualized

exercise program, and instruction and orientation on the correct use of equipment to prevent musculoskeletal injuries by a certified fitness instructor.

b. Thereafter, the child and adult/parent or legal guardian may participate freely.

5. A youth of 16-18 may participate in self-directed (unsupervised) cardiovascular/weight training activities and participate in group exercise activities, provided they have received instruction on the proper use of equipment and performance technique by a certified fitness instructor.

6. Children 10 years of age and older may use facility gymnasiums and racquetball courts provided proper safety gear is being used.

7. The local commanders may, upon review, increase the age restrictions when appropriate. Command policies shall reflect guidance as provided from CMC and local medical services.

2008. Instructional Skill Development

1. The goal of the Semper Fit Fitness Program is to improve readiness through instructional fitness activities and instructional skill development.

a. Semper Fit Fitness Center fitness instructors shall provide education on fitness skills, and training and conditioning strategies for the purpose of improving performance.

b. Instructional skill development incorporates teaching on an individual or group basis through methods such as classes, seminars, clinics, and workshops.

2. Each installation's fitness instructors shall provide the following instructional fitness opportunities:

a. Conduct instructional skill programs in informal (self-directed) fitness activities. Examples include: group exercise programs, weight training techniques, biomechanics of proper lifting, strength and conditioning training, PFT improvement programs, and sports performance enhancement programs.

b. At least two special events or programs annually, in coordination with the overall Semper Fit Program (such as health fairs, fitness clinics, etc.).

c. Seasonally oriented sports training and fitness conditioning classes to prepare individuals/teams for higher level competition in Varsity Sports and All-Marine Sports competition.

2009. PHYSICAL FITNESS ADMINISTRATION

1. In support of the administrative aspects of the program, the following guidelines are recommended for implementation:

a. Maintain a comprehensive fitness and health resource file of programs and services available in the local civilian sector, national organizations, and sister Services. A referral list shall be available for patrons with special interests.

b. A written annual schedule (e.g., calendar of events, program schedule) that describes the programs to be implemented and that meet the program goals and objectives.

c. A procedure for evaluating the overall fitness program conducted annually and includes analysis of all areas of fitness operation, and involves patrons and staff.

d. A procedure for facility opening and closing where fitness facilities are stand alone operations, fitness facility rules and regulations, fitness maintenance and preventative maintenance, equipment downtime, and incidents involving blood.

2. Per figure 2-1, a minimum of 100 hours per week of operation for the fitness center shall be established to meet customer demand and to allow patrons who work irregular duty hours reasonable access to the facilities.

2010. SEMPER FIT FITNESS STAFF

1. Fitness Directors (FD) shall possess a degree in Exercise Physiology, Exercise Science or related degree, or have five years experience within the health/fitness industry, and:

a. A current certification as a Fitness Instructor/Trainer.

b. A Cardiopulmonary Resuscitation (CPR) certificate.

2. All Fitness Specialists shall possess:

a. Current certification as Fitness Specialist/Instructor from a nationally recognized fitness organization.

b. The following certifying organizations are acceptable:

- (1) The American College of Sports Medicine (ACSM).
- (2) The American Council of Exercise (ACE).
- (3) The National Strength and Conditioning Association (NSCA).
- (4) The Aerobic and Fitness Association of America (AFAA).
- (5) The Cooper Institute for Aerobic Research (CIAR).

3. Support fitness staff under the guidance of the FD shall possess and demonstrate a fundamental knowledge in the following: safe operation of fitness center equipment and facility operations, first echelon fitness equipment maintenance and repair, fitness assessment, nutrition, weight control, injury prevention, and health promotion.

4. All Aerobics Instructors shall possess current certification from one of the following: AFAA, ACE, or ACSM.

5. All staff members shall possess a CPR certificate and receive training in Basic First Aid.

2011. TRAINING AND MENTORING

1. Every staff member shall receive ongoing training in:

- a. Customer service.
- b. Patron orientation to facility and equipment use.
- c. Preventive maintenance of equipment.
- d. Current trends and issues within the health/fitness industry.

2. Newly certified fitness trainers/instructors are required to participate in a Mentoring Program. A Mentoring Program shall be defined as a program conducted by a certified trainer to oversee newly certified staff through a predetermined number of fitness assessments and exercise prescriptions. The FD shall determine if the individual is capable of conducting assessments on an individual basis.

2012. PHYSICAL FITNESS ASSESSMENT

1. Installation Semper Fit Fitness Center capabilities will include fitness assessments and exercise prescriptions as a part of their overall services, and will be provided by fitness professionals possessing a degree in Exercise Physiology/ Exercise Science or current certification from a nationally recognized organizations as defined in paragraph 2010.

2. A Fitness Assessment is a test measuring:

a. Cardiorespiratory capacity (VO2 max). The ability to perform large muscle movement over a sustained period of time; the capacity of the heart-lung system to deliver oxygen for sustained energy production.

b. Body composition. The makeup of the body in terms of the relative percentage of fat-free mass and body-fat.

c. Flexibility. The range of motion possible about a joint.

d. Muscular Strength. The maximum force that a muscle can produce against resistance in a single, maximal effort.

e. Muscular Endurance. Is the capacity of a muscle to exert force repeatedly against a resistance, or to hold a fixed or static contraction over time.

3. All fitness assessments will be conducted according to testing protocols established by the following nationally recognized organizations:

a. ACSM.

b. ACE.

c. NSCA.

d. AFSA.

e. CIAR.

4. Providing individualized exercise programs/exercise prescriptions for patrons requires a complete fitness assessment in order to establish a baseline for the fitness instructor and the patron to design an appropriate exercise prescription.

5. Participants in fitness evaluations undertake a heavier than usual level of exertion. As such, these assessments demand

appropriate screening procedures by professionally qualified staff.

6. Based upon the 1996 Health/Fitness Facility Standards and Guidelines by ACSM, prior to participation in a fitness assessment, a patron shall complete a preactivity screening, and a health history questionnaire. ACSM's Health/Fitness Facility Standards and Guidelines, Copyright 1996, is a recommended reference for forms necessary to complete the aforementioned requirements.

7. The cardiorespiratory assessment portion of the fitness evaluation shall be submaximal in nature and should not require physician supervision for users who have passed a preactivity screening and who are apparently healthy.

8. All aforementioned materials shall be evaluated by the fitness specialist/instructor. When an individual has been identified by the preactivity screening instrument or health history as having a condition or risk factor that could be adversely aggravated by physical activity, that person must be instructed to secure physician approval prior to participation in a fitness assessment. Responses from the Health History will identify positive and negative health behaviors. Health behaviors deemed to put the individual at risk requires a referral to appropriate professionals.

9. Documentation for the preactivity screening, health history questionnaire, fitness assessment, and exercise prescription is required. This information will be kept on file for a period of three years.

2013. Fitness Facility & Equipment

1. The Fitness Facility design shall be in accordance with criteria set forth in the DoD Military Handbook 1037/8, Indoor Fitness/Recreational Facilities of 15 August 1996. Fitness Facility sizing criteria shall be in accordance with NAVFAC P-80 Change, 7 July 1998, 740-44 Indoor Fitness Facility.

2. Per the DoD Military Handbook 1037/8, Indoor Fitness/Recreational Facilities of 15 August 1996, a computerized fitness evaluation system shall be furnished.

3. Per DoD Physical Fitness Center Standards of 1 February 1999, each fitness center on the installation shall have a heating, air conditioning, and ventilation system that complies with the current ACSM's Guidelines and Standards, or other Service-

established standards supported by authoritative research designed to ensure health, safety, and optimum exercise benefits. CMC (MRS) may grant a temporary wavier to an installation not to exceed two years, or a permanent wavier for those installations determined to be too small for full compliance with the standards.

4. Cardiovascular Equipment

a. Per figure 2-1, the standard of cardiovascular equipment is 1 per 20 patrons. To derive the total number of pieces; multiply base population by 30 percent. This equals the number of patrons in a fitness facility on a given day. Then take the number of patrons in a facility on a given day and divide by 20, which will give you the total number of cardiovascular pieces of equipment an installation requires.

b. Per figure 2-1, a sufficient blend of cardiovascular equipment and percentage of total equipment to meet the needs of the patrons should include the following equipment and percentages: upright bikes (16 percent), recumbent bikes (15 percent), rowing machines (5 percent), stair climbers (11 percent), treadmills (40 percent), and cross-trainers/elliptical machines (13 percent).

c. In accordance with ACSM standards, 46 square feet per piece of equipment is recommended.

5. Strength Equipment

a. Per figure 2-1, the standard is 1 strength training piece of equipment per 25 patrons. To derive the total number of pieces; multiply base population by 30 percent. This equals the number of patrons in a fitness facility on a given day. Then take the number of patrons in a facility on a given day and divide by 25, which gives you the total number of strength training pieces of equipment an installation requires.

b. In accordance with ACSM standards, 46 square feet per piece of equipment is recommended.

c. There should be at least one strength and/or circuit training machine for each major muscle group.

d. Although the number of items varies by installation size, the following free weight items should be included:

(1) A complete set of dumbbells ranging from 2.3 to 54.4 kilograms (5 to 120 pounds) in 2.3 kilogram (5-pound) increments;

(2) Olympic-style power bars with safety collars and at least 725.7 to 816.5 kilograms (1600 to 1800 pounds in various increments) of free weight;

(3) A variety of benches for dumbbell work and Olympic barbell work, such as incline bench, decline bench, power squat rack, flat benches, preacher curl bench, weight racks, and dumbbell racks.

6. To ensure quality equipment, minimize obsolescence and maximize trade-in value of all equipment, an "equipment reinvestment" plan shall be followed. Per figure 2-1, the standard is to replace 20 percent of required inventory annually. Based upon usage and serviceability:

a. Cardiovascular equipment is replaced every three years.

b. Treadmills are replaced every five years.

c. Strength equipment is replaced every five years.

7. Per DoD Fitness Center Standards, the installations are to include a comprehensive, effective and timely preventive maintenance and repair services to meet customer expectations.

8. Per figure 2-4, to ensure an adequate number of lockers are available for fitness center patron use, the number of lockers should total no less than 10 percent of base population.

MARINE CORPS SEMPER FIT PROGRAM

FITNESS & WELLNESS PROGRAM

SCOPE

Measure:	TO PROVIDE FITNESS AND WELLNESS PROGRAMS
Purpose:	To provide a minimum level of services and programs at Marine Corps installations
Standard	Overall program will include 5 areas: cardiovascular, strength training, aerobics, fitness assessments and Semper Fit
Source:	MR, IHRSA
Calculation	Total number of mandated programs offered divided by total number of mandated programs
USMC Avg.	

Measure:	TO MAKE PROGRAMS AVAILABLE 100 HOURS PER WEEK
Purpose:	To provide a minimum level of service to Marine Corps Installations
Standard	Fitness Centers will be open 100 hours per week
Source:	MR
Calculation	Total number of hours divided by total sites = Average number of hours per site
USMC Avg.	

EQUIPMENT

Measure:	TOTAL PIECES OF CARDIOVASCULAR EQUIPMENT
Purpose:	To provide adequate cardiovascular equipment to meet patron demand
Standard	To provide 1 piece of cardiovascular equipment per 20 patrons
Source:	Bally's Corporation Benchmark & Life Fitness
Calculation	<p>Step 1: Base population X 30% = number of patrons in fitness facility on a given day.</p> <p>Step 2: Take the number of patrons in facility on a given day (step 1) and divide by 20 = Number of cardiovascular pieces of equipment an installation fitness center should have.</p> <p>Step 3: Multiply for each type of cardiovascular pieces below times the number developed in step 2</p> <ul style="list-style-type: none"> ➤ 16% upright bikes ➤ 15% recumbent bikes ➤ 11% stair climbers ➤ 13% Cross-Trainers/Elliptical ➤ 40% Treadmills ➤ 5% Rowers <p>Step 4 : Total pieces on hand divided by total number of pieces from Step 2</p> <p>Step 5 : Total pieces (by type) on hand divided by requirement computed in Step 3</p>
USMC Avg.	

Figure 2-1.--Fitness and Wellness Core Standards.

MARINE CORPS SEMPER FIT PROGRAM

EQUIPMENT (CONTINUED)

Measure:	TOTAL PIECES OF SELECTORIZED STRENGTH EQUIPMENT (STRENGTH STATIONS)
Purpose:	To provide adequate strength training pieces of equipment to meet patron demand
Standard	To provide 1 strength training piece of equipment per 25 patrons
Source:	Bally's Corporation Benchmark
Calculation	Step 1: Base population X 30% = number of patron in fitness facility on a given day. Step 2: Number of patrons in facility on a given day (Step 1) and divide by 25 = total number of strength training pieces of equipment an installation fitness center should have. Step 3: Total pieces on hand divided by total number of pieces from Step 2
USMC Avg.	

Measure:	EQUIPMENT REPLACEMENT SCHEDULE
Purpose:	To ascertain that equipment is being replaced on an interval basis and in orderly fashion to maintain the quality of the fitness center
Standard	Replacement Schedule for Cardiovascular equipment - 3 years Replacement Schedule for Treadmills - 5 years Replacement Schedule for Selectorized equipment - 5 years
Source:	Industry Standard
Calculation	Sum of ages by type divided by number of years by type
USMC Avg.	

Measure:	EQUIPMENT REINVESTMENT
Purpose:	To ensure quality equipment, minimize obsolesce and maximize trade-in value of all equipment
Standard	Replace 20% of required pieces per year
Source:	International Heath, Racquet and Sportsclub Association Reference Guide
Calculation	Number of pieces replaced by type divided by total pieces on hand by type
USMC Avg.	

Figure 2-1.--Fitness and Wellness Core Standards--Continued.

MARINE CORPS SEMPER FIT PROGRAM

HUMAN RESOURCES

Measure:	QUALIFICATIONS OF STAFF
Purpose:	To ensure each person who has supervisory responsibilities for a physical activity program or area at a facility must have demonstrable professional competence in that physical activity program or area.
Standard	Each Installation , as a minimum, will have 1 certified * Fitness Director and 1 certified *Fitness Instructor/Trainer <i>* [Fitness Director - degree in Exercise Physiology, Exercise Science or related degree -or- 5 years experience in health/fitness industry and current certification Fitness Instructor/Trainer - must possess current certification and CPR Nationally Recognized Certifications in order of preference:</i> <ul style="list-style-type: none"> ➤ American College of Sports Medicine ➤ American Council on Exercise ➤ National Strength and Conditioning Association ➤ Aerobic and Fitness Association of America ➤ Cooper Institute for Aerobic Research]
Source:	American College of Sports Medicine, Health Fitness Facility Standards and Guidelines, USMC Fitness Center Standards
Calculation	1. Total number of certified Fitness Directors 2. Total number of certified Fitness Instructors
USMC Avg.	

Measure:	FITNESS CENTERS ARE ADEQUATELY STAFFED
Purpose:	To ensure each person who has supervisory responsibilities for a physical activity program or area at a facility must have demonstrable professional competence in that physical activity program or area.
Standard	1 Fitness Instructor per 50 patrons in a fitness facility at any given time
Source:	American College of Sports Medicine
Calculation	Step 1: Number of patrons @ peak hour /divided by 50 = Number of required certified instructor
USMC Avg.	

Measure:	AEROBICS PROGRAMS ARE PROFESSIONALLY STAFFED
Purpose:	To ensure that aerobic classes are conducted by professionally certified staff for the safety and well being of the patrons
Standard	100% of Aerobic Classes will be taught by AFAA, ACE, or ACSM certified Instructors.
Source	MR
Calculation	Number of certified instructors divided by total number of instructors
USMC Avg.	

Figure 2-1.--Fitness and Wellness Core Standards--Continued.

MARINE CORPS SEMPER FIT PROGRAM

Measure:	PERCENTAGE OF STAFF WITH CURRENT CPR TRAINING
Purpose:	To ensure that required training is completed
Standard	100% of all staff within a facility are certified in CPR
Source	American College of Sports Medicine, DoD Be Fit Standards
Calculation	Number of staff with current CPR certification divided by total staff
USMC Avg.	

FACILITIES

Measure:	SPACE REQUIREMENTS FOR *FITNESS AREA
Purpose:	To ensure adequate space to conduct fitness program
Standard	For installations with population of ** 5,000 and above: To determine square footage requirement for fitness area: Step 1: peak load = 3.5% of base population (active duty) Step 2: 38.5 square feet per person per peak load <i>* [Fitness area activity description - this instructional and informal sport area is necessary for variety and balance to the regular exercise program. It shall be divided into four areas: warm-up & cool down area, free weight section, circuit training machine section and a cardiovascular equipment space.]</i> <i>** [under revision to read "installations with population of 3,000+.."]</i>
Source:	Military Handbook 1037/8 15 August 1996 Standard will also be reflected in revised NAVFAC P-80
Calculation	Step 1: 3.5% of active duty X 38.5 = square footage requirement Step 2: Actual square footage divided by square footage requirement
USMC Avg.	

Measure:	NUMBER OF LOCKERS
Purpose:	To ensure adequate number of lockers are available
Standard	10% of population
Source:	Military Handbook 1037/8 15 August 1996
Calculation	Step 1: Installation population X 10% = required number of lockers Actual number of lockers divided by required number of lockers
USMC Avg.	

Figure 2-1.--Fitness and Wellness Core Standards--Continued.

MARINE CORPS SEMPER FIT PROGRAM

Measure:	LENGTH OF TIME ELAPSED FROM LAST RENOVATION
Purpose:	Determine if facilities are being renovated on an interval basis
Standard	5-7 years
Source:	MR
Calculation	1. Year facility(ies) renovated 2. Total number of years since last renovation divided by total number of fitness facilities.
USMC Avg.	

Measure:	AGE OF FACILITY
Purpose:	Determine if facilities are being replaced on an interval basis
Standard	50 years
Source:	MR
Calculation	1. Year facility(ies) constructed 2. Total age of fitness buildings divided by 50
USMC Avg.	

CUSTOMERS' ASSESSMENT

Measure:	TO ACHIEVE CUSTOMER SATISFACTION RATING OF 85%
Purpose:	To track program service levels
Standard	85% customer satisfaction rating
Source:	MWR Assessment Survey
Calculation	
USMC Avg.	

Figure 2-1.--Fitness and Wellness Core Standards--Continued.

MARINE CORPS SEMPER FIT PROGRAM

FITNESS & WELLNESS	INSTALLATION NAME
SCOPE: PROGRAMS	
Installation Population	
STANDARD: 5 Mandated Program Operations	
A. Cardiovascular Program per Installation (Yes or No)	
B. Strength Training Program per Installation (Yes or NO)	
C. Aerobics Program per Installation (Yes or No)	
D. Fitness Assessment Program per Installation (Yes or No)	
E. Health Promotion & Education (Yes or No)	
Total number of programs offered	
SCOPE: AVAILABILITY	
STANDARD Total Service Hours per week 100	
Cumulative number of hours per week	
HUMAN RESOURCES	
STANDARD 1 Certified Fitness Director per Installation	
Number of Certified Fitness Directors	
STANDARD 1 Certified Fitness Instructor per Installation	
Number of Certified Fitness Instructors	
STANDARD 1 Certified Fitness Instructor per 50 patrons	
Number of Certified Fitness Instructor(s) per 50 patrons	
STANDARD 100% Aerobic Classes taught by AFPA/ACE/ACSM Certified Instructor	
Number of AFPA/ACE/ACSM Certified Instructors	
STANDARD 100% Staff CPR Certified	
Total number of facility staff	
EQUIPMENT	
Calculation for Daily Patronage (30% of base population = daily patronage in fitness area)	
STANDARD 1 piece of Cardiovascular (CV) equipment to 20 daily patrons	
Total number of cardiovascular pieces of equipment required	
Total number of cardiovascular pieces on hand	
STANDARD 16 % of total CV equip. will be Upright bikes	
Total number of upright bikes required	
Total number of upright bikes on hand	
STANDARD 15 % of total CV will be Recumbent bikes	
Total number of recumbent bikes required	
Total number of recumbent bikes on hand	
STANDARD 11% of total CV equip. will be Stair climbers	
Total number of stair climbers required	
Total number of stair climbers on hand	
STANDARD 13% of total CV equip will be Cross Trainers, Elliptical or total body machines	
Total number of cross trainers, elliptical or total body machines required	
Total number of cross trainers, elliptical or total body machines on hand	

Figure 2-2.--Fitness Standards Scoring Spreadsheet.

MARINE CORPS SEMPER FIT PROGRAM

FITNESS STANDARDS (Continued)	
STANDARD 33% of total CV equip. will be Treadmills	
Total number of treadmills required	
Total number of treadmills on hand	
STANDARD 5 % of total CV equip. will be Rowing Machines	
Total number of rowing machines required	
Total number of rowing machines on hand	
STANDARD 1 piece of Selectorized Strength Equipment/Stations to 25 daily patrons	
Total number of selectorized strength equipment/stations required	
Total number of selectorized strength equipment/stations on hand	
STANDARD Replace Cardiovascular equipment every 3 yrs., Treadmills & Selectorized pieces every 5 yrs.	
A. Average Age of Cardiovascular pieces	
B. Average Age of Treadmills	
C. Average Age of Selectorized equipment	
STANDARD Replace 25% to Required Fitness Equipment each year	
Total number of fitness equipment requirement replaced each year	
FACILITIES	
STANDARD Square footage for fitness areas [3.5% of base population of 5,000 and up X 38.5]	
A. Square Footage of fitness area required	
B. Actual square footage of fitness area	
STANDARD Locker requirement = 10% of base population	
Total number of lockers required	
Total number of lockers on hand	
STANDARD Renovate Fitness Facility every 5-7 years	
Year facility was renovated	
STANDARD Replace fitness facility every 50 years	
Year facility was constructed	
CUSTOMER SATISFACTION	
STANDARD 74% Customer Satisfaction Rating	
Patron Satisfaction	

Figure 2-2.--Fitness Standards Scoring Spreadsheet--Continued.

59,60X

MARINE CORPS SEMPER FIT PROGRAM

CHAPTER 3

SPORTS AND ATHLETIC PROGRAM

	<u>PARAGRAPH</u>	<u>PAGE</u>
MARINE CORPS SPORTS	3000	3-3
INTRAMURAL SPORTS	3001	3-4
COMMAND VARSITY SPORTS	3002	3-6
OUTSIDE COMPETITION	3003	3-7
MARINE CORPS VARSITY TEAMS	3004	3-7
REGIONAL TO ARMED FORCES CHAMPIONSHIPS	3005	3-8
PARTICIPATION ON MARINE CORPS TEAMS	3006	3-10
WOMEN'S PARTICIPATION	3007	3-11
AWARDS	3008	3-11
SAFETY AND EQUIPMENT	3009	3-11
TRAVEL ORDERS	3010	3-14
ADMINISTRATIVE MATTERS	3011	3-15
SPORTS RULES	3012	3-17
TRIAL CAMP PROCEDURES	3013	3-24
NATIONAL AND INTERNATIONAL COMPETITION	3014	3-25
NATIONAL CALIBER ATHLETES (NCA)	3015	3-26

FIGURE

3-1	SPORTS AND ATHLETICS CORE STANDARDS .	3-27
3-2	SPORTS AND ATHLETICS STANDARDS SCORING SPREADSHEET	3-30

MARINE CORPS SEMPER FIT PROGRAM

		<u>PAGE</u>
3-3	BOXING SAFETY CHECKLIST	3-31
3-4	ATHLETIC SUMMARY	3-33

MARINE CORPS SEMPER FIT PROGRAM

CHAPTER 3

marine corps SPORTS program

3000. MARINE CORPS SPORTS PROGRAM

1. The purpose of the Marine Corps Sports Program is to provide active duty Marines and other authorized patrons, an opportunity to take part in some form of competitive sports program regardless of skill or experience. Commanders shall coordinate, initiate, and support the sports program as part of their Semper Fit Program. The Marine Corps Sports Program helps promote combat readiness, physical fitness, esprit de corps, leadership, healthy lifestyles, and the overall improvement of QOL.

2. Background. The basic order of these events commences with the intramurals. Intramural sports provide a forum to measure the abilities of athletes, allowing those that are exceptional to compete at varsity, Regional, and All-Marine levels of competition. Based on installation capabilities, the exceptional athletes from unit intramurals can continue on to participate on Marine Corps installation varsity teams to represent the installation in competition against other installations, sanctioned civilian and college teams. Either the installation Varsity teams, or designated subordinate command teams, may represent the installation in Regional competition. Individual athletes shall be chosen at the regionals, by the designated All-Marine team coach or assistant coach to advance to All-Marine trials. The All-Marine trials are an outgrowth of the intramural and varsity sports programs and leads to Armed Forces, national, and international competition. At the All-Marine trials, an All-Marine team is chosen to represent the Marine Corps at the designated Armed Forces Competition. At the conclusion of the Armed Forces Competition, an Armed Forces team shall be chosen to represent the Armed Forces in follow-on competition. Commander's discretion applies regarding the individual Marine's participation in higher level sports competition.

3. Core Standards and Benchmarks. Using the "One Corps, One Standard" approach, core programs and standards were identified and established to ensure equitable provision of programs and distribution of resources. They provide a methodology to measure the "as is" state of Command Semper Fit Programs, and, where possible, the capability to compare enterprise/activities to one another and against the private sector. Annually, commands shall evaluate and measure these programs against these standards. Reaching the desired end state of "One Corps, One Standard" is

significantly higher with the addition of rational and consistently valued data to the resource allocation process. The source of this data for the Marine Corps Sports and Athletic Program are CMC (MR), DoD Be Fit Standards, Coalition of Americans to Protect Sports (CAPS) and the NAVFAC P-80. The operating standards and benchmarks for the Sports and Athletics program are outlined in figures 3-1 and 3-2.

4. Measures of Effectiveness. The Marine Corps Sports Program enhances morale, minimizes the stresses of military life, and helps to assure the health and safety of Marines and their families by supporting healthy lifestyles. Additionally, this program assists in increased mental and physical readiness of Marines. Measures of effectiveness allow installation commanders and SFD to identify the level at which this program is supporting Marines and their families in attaining healthy lifestyle goals. The following measures of effectiveness apply:

a. Goal. To operate a successful intramural program on every Marine Corps installation that includes both male and female athletes allowing exceptional athletes to participate on Varsity, All-Marine teams, Armed Forces level competitions and higher.

b. Performance Measures. Measure the number of team sports and individual sports on all installations that encompass all seasons.

c. Outcome. Program Assessment of USMC QOL Study; Armed Forces After Action Reports.

3001. INTRAMURAL SPORTS

1. Eligibility

a. Marine Corps officers and enlisted personnel on active duty, reservists on appropriate orders or personnel of other services officially attached or assigned to Marine Corps installations are eligible to compete. Commanders will determine procedures in the case of ineligible players.

b. The participation of authorized DoD civilian employees and military dependents in the Marine Corps intramural sports program shall be at the installation commander's discretion. The participation of authorized civilians/dependents will not be at the exclusion or detriment of Marines. The ideal proportion is 65 percent military and 35 percent civilian or dependent per mixed team. Predominately or totally civilian teams shall be

exempt from competition for Commanders' Cups or similar award programs except where installation commander's discretion allows. DoD civilian employees and military dependents are not authorized to participate on Marine Corps sports teams above the intramural level (i.e., installation varsity teams and above).

c. Authorized participants who are professional boxers are not permitted to compete against amateur boxers.

2. Policy and Scope

a. Installation Commanders shall establish an intramural program based on the following guidelines:

(1) The Athletic Director (AD) shall be assigned as the installation commander's Sports Program representative. The AD plans and supervises sports activities on the installation. Intramural programs shall provide a minimum of four team sports and four individual sports that encompass all seasons. Factors that must be considered are Marines' interests, personnel strength, available resources, installation missions, sports facilities, and climate. The AD shall evaluate these and other related factors when developing their sports program.

(a) The AD shall plan for new facilities, maintain existing facilities, and coordinate facility use to ensure maximum usage.

(b) The AD shall prepare budget estimates; purchase, maintain and distribute athletic uniforms and equipment; prepare schedules; arrange instruction for coaches, athletes, and officials; and when required, establish liaison with local civilian agencies.

(c) Per references (l), (n), and (p), the AD shall have completed courses in safety procedures and reporting requirements, ORM, and injury prevention. Accordingly, they shall assure that the risk of all activities has been evaluated and a risk management plan has been implemented. The AD shall utilize the installation safety office to review all safety and risk management plans.

(d) The AD shall ensure that athletic specialists are trained, per figure 3-1, and that the stated ratio of specialists to active duty population are met.

(2) Support for varsity, Regional, and All-Marine competitions should be considered when establishing an intramural program. Sports that may be included in a program are boxing,

(per figure 3-3), cross country, basketball (men's and women's), wrestling, volleyball (men's and women's), triathlon, softball (men's and women's), golf, rugby, soccer (men's and women's), and marathon. There are no limitations on the number of sports that can be scheduled.

(3) Establish intramurals for female Marines based on the number of participants available. If the number of female Marines participating in an athletic event does not support the event, then female Marines shall be allowed to play alongside their male counterparts. This policy shall apply to traditionally non-contact sports.

3. Deployment Support

a. QOL is a major priority for the deployed Marine. The continuation of the sports program during deployments is an effective means of improving individual QOL while providing another means of promoting fitness and healthy lifestyles.

b. When feasible, the MAGTF shall coordinate a sports program encompassing the deployed units. Athletic equipment can be checked out from Installation MCCS deployment support capabilities.

c. Ensure that all medical requirements are met and that facilities used offer the safest possible environment. All safety guidelines should be followed.

d. Boxing is not allowed as an intramural sport, when deployed.

3002. COMMAND VARSITY SPORTS. Varsity sports provide a forum for exceptional Marine Corps athletes to exercise their talents and abilities. Varsity level sports give each installation a reserve of qualified athletes that are capable of moving on to Regional and All-Marine levels of competition.

1. Commanders shall coordinate, initiate, and support the varsity program through the AD.

2. Sports considered for the varsity program shall include, but are not limited to, those events that are scheduled annually on the All-Marine Sports calendar. Support for Regional and All-Marine level competitions should be considered when assessing athletes.

3. Varsity athletic events shall be based upon the level of participation by Marines on the installation, personnel strength of the command and facilities and funds available. Base or station varsity teams should be an outgrowth of a successful intramural program.

4. Varsity teams shall be established for female Marines based on the number of participants available. If the number of female Marines participating on a team does not support the event, then a varsity team shall not be established. Female Marines shall not be allowed to play alongside their male counterparts at this level. This policy shall apply to all varsity sports.

3003. OUTSIDE COMPETITION

1. Contests between Marine Corps teams, college and other amateur teams are authorized and encouraged. When such games are played on the opponent's court or field, every effort shall be made to have Marine Corps personnel admitted free. When a financial guarantee or a percentage of gate receipts is received, it shall be deposited in local MCCA NAF activity accounts. Financial guarantees may be paid from local MCCA activity accounts.

2. Marine Corps personnel shall compete according to the rules established by the recognized amateur athletic national governing body of that sport.

3. Competition with professional teams is authorized at Marine Corps installations for entertainment of Marine Corps personnel.

4. Only one Marine Corps team, designated by CMC (MR), shall be permitted to represent the Marine Corps in national competition.

5. Approval from CMC (MR) is necessary before any Marine may compete in international competition.

3004. MARINE CORPS VARSITY TEAMS

1. Specific commands have been designated by CMC (MR) as host commands for Marine Corps varsity teams. These assignments have been made based on the facilities and funds available to host such teams. Funds to support Marine Corps varsity teams are provided by CMC (MR). These teams are referred to as "Marine Corps Teams" to ensure maximum publicity on a national scale. Only one "Marine Corps Team" in a given sport shall be designated at any time. Only CMC (MR) may designate a "Marine Corps Team".

2. The designated Marine Corps Teams and their host commands are:
 - a. Marine Corps Wrestling Team - MCB Quantico, Virginia.
 - b. Marine Corps Boxing Team - Marine Corps Base Camp Lejeune, North Carolina.
3. Requirements for assignment to Marine Corps Varsity Teams follows:
 - a. Minimum two years remaining on station (three years on station preferred).
 - b. The Marine volunteers for assignment to Marine Corps Team.
 - c. Assignment does not interfere with Marine Corps requirements.
4. Requirements for retention on Marine Corps Teams follow:
 - a. Retention of Officers in receipt of orders shall be authorized by CMC (MMOA).
 - b. Retention of enlisted Marines assigned to Marine Corps Teams shall be governed by the provisions of paragraph 1202 of reference (p).

3005. REGIONAL TO ARMED FORCES CHAMPIONSHIPS

1. Regional through Armed Forces championships are conducted annually for men and women. The championships are the climax of the annual Marine Corps Sports Program. They afford a high level of competition for the accomplished athlete and serve as an incentive and goal for those with lesser developed skills. Specific sports events shall be added to or deleted from the program by CMC (MR) as interest and participation dictate. Commanders should encourage Marines to take part in the intramural and varsity sports programs, which lead to these championships.

2. Information

a. All-Marine Teams representing the Marine Corps at the Armed Forces basketball, boxing, golf, soccer, slow-pitch softball, rugby, volleyball, and wrestling championships shall be

chosen at trial camps. See paragraph 3014 on selection procedures for trial camps.

b. The team representing the Marine Corps at the Armed Forces cross country, marathon, and triathlon championships shall be selected from athletic summaries by best times, per figure 3-4.

c. The East Coast region includes all commands located east of the Mississippi River and those commands located in Europe. The West Coast region includes all commands located in the continental United States west of the Mississippi River. The western Pacific region consists of all commands located in Hawaii and Japan.

d. Regional programs on the East and West Coast will be directly administered by CMC (MR). The western Pacific region will be coordinated by the Commanding General, Marine Forces Pacific (COMMARFORPAC). COMMARFORPAC will decide the need for western Pacific region championships and shall organize and approve all individuals and teams that he desires to enter directly into sports trials and All-Marine championships.

3. Responsibilities. Commands designated as hosts for Regional championships and All-Marine trial camps shall conduct these events with complete authority within prescribed policies and pertinent regulations.

a. Responsibility includes but is not limited to:

- (1) Planning the event.
- (2) Providing qualified officials.
- (3) Providing equipment required for conducting the competition.
- (4) Preparing practice facilities.
- (5) Inviting guests.
- (6) Publicizing the event.
- (7) Billeting arrangements.
- (8) Messing requirements.

(9) Scheduling practice times and facilities.

(10) Scheduling practice games.

b. Commands hosting Regional championships shall arrange transportation to return participants to parent commands, and selected athletes to the site of the All-Marine camp.

c. Commands hosting All-Marine shall arrange transportation to return to their parent commands. When an All-Marine team participates in Armed Forces, national championship and/or other competition, the command hosting the All-Marine championship is responsible for the team's organization, arrangement of transportation and other administrative matters.

d. Marine Corps commands hosting Armed Forces competition and/or training camps are responsible for arranging transportation of the Armed Forces team to the next higher level of competition.

3006. PARTICIPATION ON MARINE CORPS TEAMS

1. Teams representing the Marine Corps at Regional and higher level competitions shall be composed of Marine Corps officers and enlisted personnel. Ineligible athletes will be removed from the team. Members of the Marine Corps Reserve may participate by athletic summary or All-Marine trials on All-Marine teams and higher when they are on appropriate orders. In reference to other service members attached to Marine Corps units, only Navy personnel may participate on All-Marine Corps teams.

2. An OIC shall be appointed to accompany each team participating in off-base competition. The coach, if an officer, SNCO, or equivalent ranking DoD civilian may act as the OIC if necessary.

3. Coaches and OIC's for Regional competition shall be appointed by commanding officers as required. Coaches for All-Marine teams will be selected by CMC (MRS) by resume. DoD civilian coaches are authorized for Regional and All-Marine teams if no qualified Marines are available. DoD civilian coaches must submit resumes with command endorsement saying they shall be given time off from their jobs to coach All-Marine teams. NAF or APF civilians who choose to coach a Regional or All-Marine team are not authorized additional funding above normal salary. Expenses for per diem and travel shall be borne by CMC (MR). Women's teams should have women coaches if qualified women coaches are available. Women officials should be used in athletic contests in which women

Marines are competing provided qualified women officials are available. Sport clinics are authorized to instruct selected personnel in coaching and officiating techniques.

4. All expenses for local intramural athletic programs below installation level shall be supported by APF.

5. Varsity sports, to include individual or teams, shall be supported with APF and NAF, per reference (c). Instructions for paying expenses of Regional, All-Marine, and Armed Forces championships are listed in paragraph 3011.

3007. WOMEN'S PARTICIPATION. Mixed participation of men and women on a voluntary basis in selected sports is authorized; however, sports programs for each sex should be conducted at all command levels. Having separate programs does not bar offering other programs that lend themselves to mixed team competitions. When a separate program or league is organized for men or women in any sport, they must participate in that league or program. Women may compete on men's teams at the discretion of the commander when a separate league or program is not offered.

3008. AWARDS. Athletic achievement awards shall be presented at the discretion of local commanders. Awards and trophies for the Regional and All-Marine program shall be provided by CMC (MR). APF may be used to purchase certificates, plaques and trophies for intramural sports.

3009. SAFETY AND EQUIPMENT

1. All intramural coaches shall be familiar with ORM, injury prevention, and first aid, from installation subject matter experts.

2. Medical assistance in the form of Emergency Medical Services (EMS) shall be within 15 minutes of all intramural events to provide immediate assistance if necessary. Athletic staff and coaches present shall be versed in procedures to contact EMS and the application of basic first aid and CPR. There shall be a telephone/radio at each athletic facility designated to emergency calls. No intramural game shall commence until the appropriate medical support is available.

3. Participants are required to wear adequate protective equipment in all sports events in accordance with National Governing Body, local sports and installation safety regulations.

4. Metal-cleated shoes shall not be used except for track and field, rugby, and baseball.
5. Eye protection is mandatory for all individuals participating in racquetball and handball.
6. The traditional Marine Corps colors, scarlet and gold, shall be used as basic uniform colors where practical for Varsity and Armed Forces competitions.

7. Boxing competitions, to include but not limited to; boxing events, shows, demonstrations, dual meets, All-Marine, and Armed Forces championships which do not meet the requirements below are specifically prohibited. The intent of this policy is to reduce potential injury to military personnel, not to add to the logistical burden of the command.

a. Military personnel shall not participate in military or civilian boxing tournaments, championships, events, or shows in which they are required to box more than once a day. The primary emphasis in every situation shall focus on the safety of the participant.

b. Boxing competitions shall be referred to as "boxing events" or "boxing shows" rather than "fights" or "smokers." Advertising should promote the healthy spirit of an athletic competition in the vein of the Olympic status the sport of amateur boxing enjoys.

c. Organizers of military boxing events are required to retain and be familiar with the contents of the USA Boxing Official Rules. The address to order this publication is: USA Boxing, One Olympic Plaza, Colorado Springs, CO 80909-5776. There is a nominal charge for this publication. Assistance in obtaining these publications, referees, judges, timers, etc., may be possible at U.S. locations by contacting the Local Boxing Committee (LBC) within whose territorial limits the event is held. If the command needs help in locating their LBC, contact the CMC (MR) at DSN 278-9542 or commercial (703) 784-9542. The installation Contracting Office can also provide assistance in acquiring boxing referees, judges, etc.

d. All participants (boxers, coaches, referees, and physicians) are required to attend at least one pre-competition meeting or clinic. The clinic shall stress boxer honesty in reporting head injuries, headaches, or other potentially disqualifying medical abnormalities. Boxers who have little or no experience shall be given basic instructions on the principles of self-defense and the rules of the sport.

- e. Competent and registered USA Boxing or International Amateur Boxing Association (AIBA) referees are required for any competition.
- f. Boxing events shall consist of bouts with no more than four rounds of two minutes each. It is recommended that events for less experienced boxers have three 2-minute or three 1-minute rounds.
- g. Extreme care shall be taken when pairing boxers. Use USA Boxing criteria on weight differentials to ensure suitable matches. Emphasis should be placed on the boxers' experience and weight classification.
- h. Gloves shall be thumbless or thumb-attached and of a design which is currently approved by USA Boxing. Boxers' hands should be wrapped with wrapping cloth to afford maximum protection from injury without adding force to the blow. Glove weight shall be specified by the USA Boxing.
- i. Headgear shall meet USA Boxing specifications. It shall be worn by Marine Corps boxers when sparring, competing on base or in civilian venues.
- j. Mouthpieces must be custom made and individually fitted. Groin protectors must meet USA Boxing specifications. Both must be worn at all times during competition or sparring.
- k. The boxing ring shall be adequately padded and specifications for the ropes, spacer ties, canvas, ring posts, etc., shall be as outlined in the USA Boxing Official Rules.
- l. Only a Medical Doctor (MD) or Doctor of Osteopathy (DO) may perform pre-competition physical examinations or attend at ringside during the event. Nurses, paramedics, physicians' assistants or chiropractors are not acceptable. If a military physician is not available, a contract MD, paid by local NAF/APF, shall be required. Medical officers providing support must be familiar with the requirements of the Ringside Physician's Certification Manual. The professional qualifications of these medical officers should at least include current competency in the emergency treatment of head trauma, management of traumatic injury, certification in basic and advanced CPR, and experience in transportation of unstable patients.
- m. Physical examinations are mandatory for each competitor on each day he is scheduled to box. Any boxer complaining of headache symptoms shall not be permitted to box in the event.

n. A portable resuscitator with oxygen equipment and a stretcher must be placed ringside during sparring sessions and competitions. An ambulance must be on the premises with a direct route to the nearest hospital. The hospital must be equipped with a Computed Tomography (CT) scanner and have neurosurgical capabilities. Boxing events are prohibited when an injured boxer cannot be delivered (either by driving or through command medivac capabilities) to a medical treatment facility with neurosurgical capabilities within 30 minutes of injury.

o. The coach, assistant coach, trainer, or designated cornerman shall refer all injuries and illnesses to a MD. If for any reason any of the aforementioned personnel, officials, and/or doctor determines that a boxer may be susceptible to injury or is injured they are required to terminate the fight immediately.

p. A checklist, figure 3-3, shall be completed for each event and retained on file for two years.

8. All pugilism/martial arts activities shall comply with the safety regulations established by their National Governing Bodies (NGB) and the base safety regulations.

3010. TRAVEL ORDERS

1. Travel performed by individuals or teams requiring absence from local area shall be under written orders. Authority is granted to issue Temporary Additional Duties (TAD) orders for participation in athletic events. Orders issued under the above authority shall be written per Joint Federal Travel Regulations.

2. When sufficient NAF is lacking to support all expenses incurred by individual athletes/teams, only specific portions of expenses may be authorized on permissive-type orders. The following would apply:

a. "Reimbursement for travel only in the execution of these orders shall be borne by the _____ fund. If you do not desire to execute these orders without further expense to the Government, this authorization is revoked."

b. "Reimbursement for an expense allowance of \$_____ per day only in the execution of these orders shall be borne by the _____ fund. If you do not desire to execute these orders without further expense to the Government, this authorization is revoked."

c. "Reimbursement for an expense allowance of \$_____ per day and transportation only in the execution of these orders shall be borne by the _____ fund. If you do not desire to execute these orders without further expense to the Government, this authorization is revoked."

3. TAD orders for athletes/teams that direct reimbursement per the Joint Federal Travel Regulations shall include one of the following applicable statements:

a. NAF Orders. "Upon completion of your TAD, complete a Travel Voucher DD 1351-2 and submit to the local MCCA activity. A copy of the completed travel voucher computed by the local MCCA NAFI, along with all receipts for expenses, must accompany the request for reimbursement."

b. APF Orders. "Travel Voucher DD 1351-2 must be submitted to local disbursing office within three working days of return from TAD. Send a copy of liquidated travel claim (include cost of airfare) to CMC (MR) within 30 days of completion of TAD."

3011. ADMINISTRATIVE MATTERS

1. Rosters. Parent commands must furnish individual or team rosters for Regional championships, and All-Marine in which Regionals are not held, to the host command 15 days before the competition begins. If a roster cannot be sent on time, let the host command know the team intends to compete then send a team roster as soon as possible. Rosters shall include name, grade, SSN, MOS, EAS, and parent command of all participants and administrative personnel.

2. Results. Commands hosting Regional championships and All-Marine trial camps shall send final results by message to CMC (MR) and to those commands which have personnel participating in the event. The information shall include a roster of Marines advancing to higher competition, the coach, and OIC.

3. Expenses

a. Transportation for athletes to and from Regional championships and All-Marine trials camps where Regional championships are not held, is the responsibility of the parent command. Transportation, billeting, and expense allowance for athletes during Regional championships and All-Marine trial camps where Regional championships are not held, are the responsibilities of the host command. Host/local commands are authorized to pay an expense allowance from MCCA NAF of up to

\$5.00 per person per day to athletes on orders. When an athlete is selected for All-Marine trials, expense allowances shall be paid by CMC (MR).

b. Commands without a local Marine Corps MCCS NAF who send qualified Marines to the All-Marine trials shall send a request for funding to CMC (MR) no less than 30 working days prior to travel. The request may be by letter or message, but must include the following:

(1) A request for funding of transportation and an expense allowance.

(2) A statement in their basic orders authorizing Marines to advance to the highest level of competition for which qualified.

(3) Marines' background or qualifications in the sport.

(4) A statement as to whether or not personal funds are available if the Marine wants to travel to the site of the competition by POV (private-owned vehicle).

(5) Point of contact, commercial and DSN telephone number.

c. CMC (MR) is responsible for transportation and participation expenses of all athletes participating in All-Marine trial camps and Armed Forces championships. At the completion of the Regional, qualified Marines, on orders, shall receive \$5.00 per day until completion of the All-Marine trials or Armed Forces championship.

d. Billeting shall be arranged by the host command. Billeting expenses during All-Marine trials and Armed Forces competition shall be borne by the host command's MCCS activity subject to reimbursement from CMC (MR). Athletes, both officer and enlisted, on permissive TAD status, using enlisted dining facilities, shall be charged the appropriate DoD meal rate. They shall not pay surcharges, per reference (h).

e. Expenses authorized in the CMC (MR) Letter of Instruction (LOI) for hosting Regional, All-Marine trials, or Armed Forces championships shall be borne by local MCCS NAF reimbursable by CMC (MR). Expenses for alcoholic beverages shall not be reimbursed. Accounting documents and requests for reimbursement of expenses shall be sent to CMC (MR) within 45 days after completion of the championship in which the expenses were incurred. Accounting documents and requests for reimbursement

for hosting more than one championship and support of All-Marine teams in the Armed Forces Championship shall be sent as separate requests.

4. Transportation

a. The use of government air transportation in connection with championships is directed. If government transportation is not available, the use of commercial air shall be approved through CMC (MR).

b. Requests for government air for individual athletes and teams shall be sent, per reference (q). Strict compliance with this format is required to ensure that the computerized data system accepts the request.

c. Reference (q) authorizes category 7 space required travel for athletes. The following statement should appear in all orders for personnel taking part in All-Marine or higher competition: "Category 7 space required travel is authorized by the CMC."

5. Orders

a. Per the guidance in paragraph 3011.3 and 3011.4 above, issue travel orders authorizing individuals to enter higher levels of competition if qualified. Request for early return of an athlete from a Regional, All-Marine, or Armed Forces championship shall be forwarded to CMC (MR). All orders shall identify expenses to be paid from NAF.

b. Marines entering Regional or higher level competition shall possess at least one service "A" and "C" uniform. Military uniforms are required when traveling via government aircraft.

c. Marines who take part in trial camps must report with workout uniforms and equipment.

6. OIC. The All-Marine host command will assign an OIC to go with the team to the next level of competition. The OIC of an All-Marine team shall be a non-playing, non-coaching member. The duties of the OIC shall be entirely administrative in nature.

3012. SPORTS RULES. The following rules apply to sports on the Marine Corps sports calendar. Marines not able to attend Regionals due to duty commitments or being stationed on independent duty must submit an athletic summary to CMC (MR), per figure 3-4. Attendees at the women's trial camp will be selected

by athletic summary, as will participants of those sports that do not have Regional competitions. Marines selected by CMC (MRS) via application shall receive direct entry into the trial camp. The CMC (MRS) shall notify them via the chain of command prior to the start of the trial camp. The coaches for the All-Marine team shall be chosen by application only. Athletic summaries must be submitted to CMC (MRS) no later than 60 days before the trial camp commences. All athletic summaries must have chain of command endorsements.

1. Basketball - Men and Women

a. Regional Championships (Men)

- (1) Rules. Amateur Basketball Federation (FIBA) rules apply.
- (2) Entries. Entries are limited to one team per command.
- (3) Team Size. The team shall have a maximum of 12 players plus coach, assistant coach, and OIC.
- (4) Type of Tournament. Double elimination with team pairings decided by an open draw. The host command may hold the draw before the competing teams arrive to help develop advance publicity and scheduling. There shall be no special consideration given to last year's winners or to geographical location of commands.

b. All-Marine Trial Camps - Men and Women. All-Marine men's and women's teams shall be chosen for Armed Forces competition at trial camps. Attendees at the men's trial camp shall be selected at Regional championships.

c. Armed Forces Championships - Men and Women

- (1) Rules. The same rules that govern Regional play shall be used.
- (2) Team Size. The All-Marine teams in the Armed Forces championship shall consist of 12 playing members, plus coach, assistant coach, and OIC.
- (3) Armed Forces All-Star Team - Men and Women. An Armed Forces All-Star team shall be chosen by the Armed Forces Sports Committee to compete in national or CISM Championships.

2. Boxing

a. All-Marine Trials

(1) Rules. USA Boxing rules apply.

(2) Weight Classes

106 lbs	147 lbs
112 lbs	156 lbs
119 lbs	165 lbs
125 lbs	178 lbs
132 lbs	201 lbs
139 lbs	+201 lbs

(3) Entries. Entries into the All-Marine boxing trials are open to all Marines nominated by their parent command. Entries are limited to amateur boxers only. Entries shall include a brief summary of competitive experience.

(4) All-Marine Team. At the conclusion of the trials, the winning boxer in each weight class shall become a member of the All-Marine Boxing Team. The coach, manager, trainer, and OIC shall be chosen by CMC (MR).

b. Armed Forces Championship

(1) Team Size. The team shall consist of one boxer in each weight class plus coach, assistant coach, and OIC.

(2) Type of Tournament. A single elimination championship shall be conducted.

c. National Championship. Based on their performance in the Armed Forces championship, personnel shall be chosen by CMC (MR) to represent the Marine Corps in the national and CISM Championship.

3. Cross Country

a. All-Marine Team. A team of 10 men and 5 women shall be chosen by athletic summary to compete in the Armed Forces Championship.

b. Armed Forces Championships

(1) Rules. Current USA Track and Field Cross Country Rules as amended by the Armed Forces Sports Council.

(2) Competition Divisions and Entries

(a) Men's 12K - 6

(b) Men's 5K - 4

(c) Women's 5K - 5

(d) Men may participate in either the 12K or 5K, but not both.

4. Golf - Men and Women

a. All-Marine Trials. Attendees at the All-Marine trial camp shall be selected by athletic summary.

b. All-Marine Team. The top four men open division players, two men senior division players, two women players at the All- Marine Trials, plus an OIC shall make up the All-Marine Team.

c. Armed Forces Championship

(1) Entries. A team of four men open division players, two men senior division players, two women players, and an oic shall enter the Armed Forces Championship. U.S. Golf Association rules apply.

(2) Type of Tournament. 72-hole medal play. Eighteen holes per day shall be played on four consecutive days. Both team and individual competition shall be conducted.

5. Marathon. An All-Marine Marathon team, shall be chosen by athletic summary, to represent the Marine Corps in the Armed Forces Championship. Five men and three women, plus an OIC shall make up the All-Marine team. USA Track and Field rules apply.

6. Rugby. An All-Marine men's team, consisting of 27 players, shall be chosen by athletic summaries for higher competition at the Armed Forces Rugby championship. USA Rugby rules apply.

7. Slow-Pitch Softball - Men and Women

a. Regional Championships

(1) Rules. The Amateur Softball Association (ASA) rules for slow-pitch softball apply.

(2) Entries. Entry shall be limited to one men's team per command.

(3) Team Size. The team size shall be limited to 15 players, plus coach, assistant coach, and OIC.

(4) Type of Tournament. Double elimination with team pairings decided by an open draw. The host command may hold the draw before the competing teams arrive to help develop advance publicity and scheduling. There shall be no special consideration given to last year's winners or to geographical location of commands.

b. All-Marine Trial Camps. All-Marine men's and women's teams shall be chosen for Armed Forces competition at trial camps. Attendees at the men's trial camp shall be selected at Regional championships.

c. Armed Forces Championship

(1) Team Size. The All-Marine teams in the Armed Forces championship shall consist of 15 players, plus coach, assistant coach, and an OIC.

(2) Armed Forces All-Star Team. An Armed Forces All-Star team shall be chosen by the Armed Forces Sports Committee to represent the Armed Forces in the National ASA Championship.

8. Soccer

a. Regional Championships

(1) Rules. The Federation Internationale de Football Association (FIFA) rules apply.

(2) Entries. Entry shall be limited to one team per command.

(3) Team Size. The team shall be limited to 18 players, plus coach, assistant coach, and OIC.

(4) Type of Tournament. Double elimination with team pairings decided by an open draw. The host command may hold the draw before the competing teams arrive to help develop advance publicity and scheduling. There shall be no special consideration given to last year's winners or to geographical location of commands.

b. All-Marine Trial Camp. All-Marine men's and women's teams shall be chosen for Armed Forces competition at trial camps. Attendees at the men's trial camp shall be selected at Regional championships.

c. Armed Forces Championship

(1) Team Size. The All-Marine team that competes in the Armed Forces championship shall consist of 18 players, plus coach, assistant coach, and an OIC.

(2) Armed Forces All-Star Team. An Armed Forces All-Star team shall be chosen by the Armed Forces Sports Committee.

9. Triathlon. Five men and three women shall be chosen by athletic summary to compete in the Armed Forces Championship. The Armed Forces course is 1000M swim, 40K bike and 10K run. USA Triathlon rules apply.

10. Volleyball - Men and Women

a. Regional Championships

(1) Rules. USA Volleyball rules apply.

(2) Entries. Entries shall be limited to one men's team per command.

(3) Team Size. Each entry in the Regional championship shall have a maximum of 10 players plus coach, assistant coach, and OIC.

(4) Type of Tournament. Double elimination, with team pairings decided by an open draw. The host command may hold the draw before the competing teams arrive to help develop advance publicity and scheduling. There shall be no special consideration given to last year's winners or to geographical location of commands. Also, the best of three games shall decide a match.

b. All-Marine Trial Camps - Men and Women. All-Marine men's and women's teams shall be chosen for Armed Forces

competition at trial camps. Attendees at the men's trial camp shall be selected at Regional championships.

c. Armed Forces Championship - Men and Women

(1) Team Size. The All-Marine teams shall consist of 10 playing members plus coach, assistant coach, and OIC.

(2) Armed Forces All-Star Teams - Men and Women. Armed Forces All-Star teams shall be chosen by the Armed Forces Sports Committee to represent the Armed Forces in the National USA Volleyball Championship.

11. Wrestling

a. All-Marine Trials

(1) Rules. USA Wrestling rules apply.

(2) Weight Classes. (Freestyle and Greco-Roman)

119.0 lbs	176 lbs
127.75 lbs	187.25 lbs
138.75 lbs	213.75 lbs
152.0 lbs	275.5 lbs

(3) Entries. Entries are open to all Marines nominated by parent commands. Entries shall include a brief summary of competitive experience.

(4) All-Marine Team. The All-Marine Wrestling Team shall be organized by the host command at the conclusion of the All-Marine wrestling trials. The team shall consist of a maximum of four wrestlers (two Freestyle and two Greco-Roman) in each weight class, but total team strength cannot exceed 16 wrestlers plus coach and trainer. If qualified, however, a wrestler may wrestle both styles in one weight class. The All-Marine coach may not be a participating wrestler.

b. Armed Forces Championship

(1) Rules. USA Wrestling rules shall be followed.

(2) Entries. Each service may enter one team consisting of not more than two competitors per weight class in both Freestyle and Greco-Roman. Team size is limited to 16 wrestlers plus coach, assistant coach, and OIC.

(3) Type of Tournament. The penalty point system shall be used per current USA Wrestling rules. Pairings shall be by Federation International Lutte Amateur (FILA) procedures. Scoring point system shall go down to sixth place.

c. National Championship. Based on their performance in the All-Marine trials and the Armed Forces championship, personnel may be chosen by CMC (MR) to represent the Marine Corps in the National and CISM Championships.

3013. Trial Camp Procedures

1. Athletes must report to trial camp on or before the day it starts in order to participate. The following procedures shall be followed:

a. Entry. Entry into the trial camps shall be limited as follows:

(1) Regional Championships. The host command for each Regional championship shall name three individuals familiar with and interested in the particular sport to a player selection committee. Members of the players selection committee shall not be made up of coaches from teams competing in the Regionals. The designated coach, or assistant coach, of the All-Marine team shall be a member of the player selection committee. The committee shall choose individual players based on their performance. Additional guidance about specific positions or skills required for the trial camp may be provided by CMC (MR). Dependent upon the sport, athletes shall be chosen at the East Coast, West Coast, and MARFORPAC Regional championships. If necessary, CMC (MRS) may authorize an increase in the number of Regional selections. CMC (MRS) may also select an additional 10 players from athletes who are unable to attend Regional championships.

(2) Applications. Marines competing in All-Marine trials in women's team sports, golf, cross country, marathon, rugby, triathlon, boxing and wrestling will be selected from athletic summaries, figure 3-4, submitted to CMC (MRS). Summaries must be received at CMC (MRS) no later than 60 days prior to commencement of the trials.

b. Head Coach Responsibilities. CMC (MR) shall select the head coach and assistant coach from athletic summaries. The head coach shall:

(1) Be responsible for the conduct and discipline of all trial camp members.

(2) Dismiss athletes from the trial camp for misconduct. The Installation Commander of the host command shall be the final authority concerning dismissal.

(3) Organize and conduct all practices, drills, and exhibition games during the trial camp.

(4) Evaluate the abilities of the players in the trial camp and determine the final composition of the All-Marine team one week prior to the Armed Forces championship.

(5) Send an after action report to CMC (MR) upon completion of the Armed Forces championship. This report shall include recommendations on whether each athlete should return to next year's competition, and problem areas.

3014. NATIONAL AND INTERNATIONAL COMPETITION

1. The athletic summary at figure 3-4 shall be used to identify athletes who have demonstrated potential to be considered for training and competition in All-Marine, Pan American, Olympic Games, CISM, and other international sports competition.

2. The Marine Corps shall be represented by All-Marine teams or individuals in certain designated national and international events. DoD Directive 1330.4 authorizes members of the Armed Forces to train for, attend, and participate in Pan American, Olympic, CISM games and other approved international amateur sports competition.

3. Commands are encouraged to use local NAF to support Marines desiring to compete in competitions not sponsored by NGB's (i.e., ironman triathlon, powerlifting, Eco Challenge, etc.). If local funds are not available, Marines must submit an athletic summary, per figure 3-4, to CMC (MR). Summaries must contain chain of command endorsement and statements that "local funds are not available to support this request."

4. When the request is approved, appropriation data shall be provided by CMC (MR). If APF are used, a Travel Voucher (DD 1351-2) must be submitted to the local disbursing office within three working days of return from TAD. A copy of the liquidated travel claim, including cost of airfare must be sent to CMC (MR) within 45 days of completion of travel. If NAF are authorized by CMC (MR), a request for reimbursement for expenses

shall be sent to CMC (MR) within 30 days after completion of travel.

3015. NATIONAL CALIBER ATHLETES (NCA)

1. An NCA or world class athlete is one who has attained a high national ranking in a sport; has been selected to a United States national or world class team no more than three years prior to the current Olympic Games; or is determined by CMC (MRS) to have the potential as a world class athlete.

2. DoD Directive 1330.4 directs that, consistent with primary training responsibility, the services shall provide Armed Forces personnel, who volunteer, an opportunity to train for and compete in authorized international amateur sports. Suitable specialized training shall be provided for Marine Corps personnel qualified for selection to United States teams. Frequent and top-level competition and training over a period of months are required to develop athletes to meet standards of Olympic competition. This training may interfere with their ability to carry out their assigned duty; however, potential international amateur sports competitors in the Marine Corps should have the same training opportunities as their civilian counterparts as duty permits. All commands therefore are authorized to provide opportunities for specialized training to potential international amateur sports competitors.

3. When a command cannot provide such training opportunities, a request for TAD shall be sent to CMC (MRS) via the chain of command. The request should contain supporting letters from the NGB indicating where and when training might take place and criteria for world class potential. A Marine shall have a minimum of two years remaining in the Marine Corps to apply for the NCA. A waiver to this shall be considered in cases of world class athletes.

4. When TAD exceeds six months, an Administrative Action (AA) Form requesting permanent change of station (PCS) shall be sent to CMC (MMEA or MMOA) via CMC (MR). Every attempt shall be made to assign an athlete to a location which shall accommodate expert coaching, training, and preparation for competition within established Marine Corps guidelines for issuing PCS orders. AA Forms shall include letters from a national coach or Executive Director of the NGB evaluating the Marine's world class potential.

MARINE CORPS SEMPER FIT PROGRAM

SPORTS AND ATHLETIC PROGRAM

SCOPE

Measure:	PROVIDE A BALANCED SPORTS AND ATHLETICS PROGRAM
Purpose:	To provide a minimum level of activities at each Marine Corp Installation
Standard	Intramural program shall provide a minimum of 4 team sports and 4 individual sports that encompass all seasons
Source:	MR
Calculation	1. Total number of team sports divided by 4 2. Total number of individual sports divided by 4
USMC Avg.	

HUMAN RESOURCES

Measure:	SPORTS MANAGEMENT
Purpose:	To ensure proper supervision and management of the sports program
Standard	100 % installations report Athletic Director on Staff
Source:	MR
Calculation	Number of Athletic Directors equals number of installations
USMC Avg.	

Measure:	SPORTS PROGRAM IS ADEQUATELY STAFFED
Purpose:	To provide a minimum level of staffing to support program scope
Standard	1 Sports Specialist per 3000 base population
Source:	MR
Calculation	Step 1. Active Duty Population divided by 3000 = Number of Sports Specialists Required Step 2. Number of specialists on hand divided by requirement
USMC Avg.	

Measure:	SPORTS PROGRAM STAFF TRAINING (SAFETY)
Purpose:	To provide a minimum level of training to protect the safety and well being of patrons.
Standard	100% of staff must have current CPR certificate, First Aid certification, and blood borne pathogen training.
Source:	MR, DoD Be Fit Standards, Coalition of Americans to Protect Sports (CAPS)
Calculation	Total number of certified staff divided by total number of staff
USMC Avg.	

Figure 3-1.--Sports and Athletics Core Standards.

MARINE CORPS SEMPER FIT PROGRAM

EQUIPMENT

Measure:	SUITE EQUIPMENT REPLACEMENT
Purpose:	To ensure safe and functional equipment is available for all sports (installation specific)
Standard	Each equipment suite replacement every 3 years
Source:	MR
Calculation	Age of equipment suite divided by 3
USMC Avg.	

FACILITIES

Measure:	OUTDOOR PLAYING COURTS
Purpose:	To provide appropriate outdoor playing courts to support selected team and individual sports based on patron demand.
Standard	Installation Size Requirement: Small Installation (0-1,000 population) :2 court Medium Installation (1,001 - 10,000) population : 4 courts Large Installation (>10,000) : 6 courts.
Source:	MR, NAVFAC P-80
Calculation	Number of courts divided by Installation Size Requirement
USMC Avg.	

Measure:	INDOOR PLAYING COURTS
Purpose:	To provide appropriate indoor playing courts to support selected team and individual sports based on patron demand.
Standard	Installation Size Requirement Small Installations (0-1,000 population) - 2 court Medium Installation (1,001 - 10,000) - 4 courts Large Installation (>10,000) - 6 courts
Source:	MR, NAVFAC P-80
Calculation	Number of courts divided by Installation Size Requirement
USMC Avg.	

Figure 3-1.--Sports and Athletics Core Standards--Continued.

MARINE CORPS SEMPER FIT PROGRAM

Measure:	SOCCER/FOOTBALL FIELDS
Purpose:	To provide appropriate playing fields to support selected team and individual sports
Standard	Installation Size Requirement Small Installation (0 - 1,000 population) : 1 field Medium Installation (1,001 - 10,000 population) : 2 fields Large Installation (>10,000 population) : 6 fields.
Source:	MR, NAVFAC P-80
Calculation	Number of fields divided by Installation Size requirement
USMC Avg.	

Measure:	SOFTBALL/BASEBALL FIELDS
Purpose:	To provide appropriate playing fields to support selected team and individual sports
Standard	Installation Size Requirement Small Installations (0 - 1,000 population) : 2 field Medium Installation (1,001 - 10,000 population) : 4 fields Large Installation (>10,000 population) : 15 fields.
Source:	MR, NAVFAC P-80
Calculation	Number of fields divided by Installation Size requirement
USMC Avg.	

Measure:	PERCENT OF OUTDOOR FIELDS/COURTS LIGHTED
Purpose:	To provide sports opportunities after dark
Standard	60%
Source	NAVFAC P-80
Calculation	Number of lighted fields divided by total number of fields
USMC Avg.	

CUSTOMERS' ASSESSMENT

Measure:	TO ACHIEVE CUSTOMER SATISFACTION RATING OF 85%
Purpose:	To track program service levels
Standard	74% customer satisfaction rating
Source	MR
Calculation	MCCS Assessment Survey
USMC Avg	

Figure 3-1.--Sports and Athletics Core Standards--Continued.

MARINE CORPS SEMPER FIT PROGRAM

RECREATION	SPORTS AND ATHLETIC PROGRAM	Installation Name
	Base Population	
SCOPE:		
STANDARD: INTRAMURAL PROGRAM WILL PROVIDE A MINIMUM OF 4 TEAM SPORTS AND 4 INDIVIDUAL SPORTS THAT ENCOMPASS ALL SEASONS		
A. WHAT IS THE NUMBER OF SPORTS OFFERED PER YEAR		
TEAM-		
INDIVIDUAL-		
B. ARE TEAM SPORTS OFFERED DURING EACH SEASON		
C. ARE INDIVIDUAL SPORTS OFFERED DURING EACH SEASON		
HUMAN RESOURCES		
STANDARD: 100% INSTALLATIONS REPORT ATHLETIC DIRECTOR ON STAFF		
A. HOW MANY ATHLETIC DIRECTORS		
STANDARD: 1 SPORTS SPECIALIST PER 3000 BASE POPULATION		
B. HOW MANY SPORTS SPECIALISTS		
STANDARD: 100% OF STAFF MUST HAVE CURRENT CPR CERTIFICATE, FIRST AID CERTIFICATION, AND BLOOD BORNE PATHOGEN TRAINING		
C. HOW MANY STAFF MEMBERS ARE CPR, FIRST AID CERTIFIED AND BLOOD BORNE PATHOGEN TRAINED		
D. HOW MANY TOTAL STAFF WORK SPORTS AND ATHLETIC PROGRAMS		
EQUIPMENT		
STANDARD: EACH EQUIPMENT SUITE REPLACEMENT EVERY 3 YEARS		
A. WHAT IS THE AVERAGE AGE IN YEARS OF SUITE OF EQUIPMENT FOR EACH TEAM SPORT		
B. WHAT IS THE AVERAGE AGE IN YEARS OF SUITE OF EQUIPMENT FOR EACH INDIVIDUAL SPORT		
FACILITIES		
STANDARD: INSTALLATION SIZE REQUIREMENT: OUTDOOR PLAYING COURTS		
SMALL INSTALLATION (0-1,000 POPULATION): 2 COURT		
MEDIUM INSTALLATION (1,000-10,000 POPULATION): 4 COURTS		
LARGE INSTALLATION (>10,000): 6 COURTS		
HOW MANY OUTDOOR PLAYING COURTS		
STANDARD: INSTALLATION SIZE REQUIREMENT: INDOOR PLAYING COURTS		
SMALL INSTALLATIONS (0-1,000 POPULATION): 2 COURT; MEDIUM INSTALLATION (1,000-10,000): 4 COURTS; LARGE INSTALLATION (>10,000): 6 COURTS		
HOW MANY INDOOR PLAYING COURTS		
STANDARD: INSTALLATION SIZE REQUIREMENT: SOCCER/FOOTBALL FIELDS		
SMALL INSTALLATION (0-1,000 POPULATION): 1 FIELD; MEDIUM INSTALLATION (1,000-10,000): 2 FIELDS; LARGE INSTALLATION (>10,000): 6 FIELDS		
HOW MANY SOCCER/FOOTBALL PLAYING FIELDS		
STANDARD: INSTALLATION SIZE REQUIREMENT: SOFTBALL/BASEBALL FIELDS		
SMALL INSTALLATIONS (0-1,000 POPULATION): 2 FIELDS; MEDIUM INSTALLATION (1,000-10,000): 4 FIELDS; LARGE INSTALLATION (>10,000): 20 FIELDS		
HOW MANY SOFTBALL/BASEBALL FIELDS		
STANDARD: PERCENT OF OUTDOOR FIELDS/COURTS LIGHTED		
HOW MANY LIGHTED FIELDS		
HOW MANY LIGHTED COURTS		
CUSTOMER SATISFACTION		
STANDARD: 74% CUSTOMER SATISFACTION RATING		
SATISFACTION PERCENTAGE FOR THOSE WHO USE THE FAC/PROGRAM		
SERVICE: SATISFIED?		

Figure 3-2.--Sports and Athletics Standards Scoring Spreadsheet.

MARINE CORPS SEMPER FIT PROGRAM

BOXING SAFETY CHECKLIST

ADMINISTRATION

___ Orientation class for potential boxers, prior to physical exams, highlighting boxer honesty when reporting to medical doctor. Reporting of head injuries, headaches or other potentially disqualifying medical abnormalities shall be stressed.

___ Registered USA Boxing or International Boxing Federation (AIBA) officials.

___ Events or shows shall have three 2-minute rounds. Events for higher caliber boxers shall have no more than four 2-minute rounds.

___ Weight differentials in accordance with current USA Boxing Official Rules

___ Pair boxers by experience and weight classification.

___ Current USA Boxing Official Rule Book.

MEDICAL

___ Medical Doctor (MD) or Doctor of Osteopathy (DO).

___ Ambulance with direct route to a hospital possessing a CT scanner and neurosurgical capabilities.

___ Medivac contingencies to a hospital having neurosurgical capabilities.

___ Boxers examined by a medical doctor before each bout.

___ Coaches, trainers, cornerman, officials and doctor are made aware they may immediately terminate a bout if they believe a boxer appears vulnerable to injury.

___ Quality supervision. Ensure no boxer competes if he is wearing a bandage on a cut or abrasion, or if there is swelling on the face or scalp. If a boxer complains of a headache, he shall not box.

___ Portable resuscitator with oxygen equipment and stretcher at ringside.

Figure 3-3.--Boxing Safety Checklist.

EQUIPMENT

____ Boxing ring as outlined in USA Boxing Rule Book.

Date

3-32

MARINE CORPS SEMPER FIT PROGRAM

ATHLETIC SUMMARY

From: (Grade/Name/SSN/MOS)
To: Commandant of the Marine Corps (MRS)
Via: Chain of Command

Ref: (a) MCO P1700.29

1. Per the reference the following information is provided:

Military address _____ Phone _____
EAS _____ AGE _____ HT _____ WT _____ Position _____
High School Attended _____
High School Address _____
Coach's Name _____
College/University Attended _____
College/University Address _____
Coach's Name _____

2. The sport I have made significant achievements in is _____
and the following is a summary of my accomplishments: (In this space list
significant achievements in bullet format. List times, dates, teams,
individual accomplishments that indicate your abilities in your chosen
sport).

3. The sport I would like to coach is _____ and the following
is a summary of my coaching experience. (Indicate men's or women's team,
or either). (In this space list all previous coaching experience to
include local, state, national and military. Include references, if
desired.)

4. I understand that this submission is not a request for transfer for
purposes of athletic training. This information is provided for
evaluation and consideration for selection as an All-Marine team member or
as a Marine Corps representative in national or international competition.
If chosen, I shall be notified and given the opportunity to volunteer for
participation based on my duty requirements and availability.

(Signature)

(This document is to be used as the format. It is the Marine's
responsibility to submit the summary in the format displayed. This
summary must go through the chain of command to be considered.)

Figure 3-4.--Athletic Summary.

MARINE CORPS SEMPER FIT PROGRAM

CHAPTER 4

RECREATION

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL	4000	4-3
PURPOSE	4001	4-3
POLICY	4002	4-3
SAFETY	4003	4-3
USER FEES AND CHARGES	4004	4-4
AWARDS	4005	4-4
VOLUNTEERS	4006	4-5
PROGRAMMING	4007	4-5
CORE STANDARDS AND BENCHMARKS	4008	4-5
MEASURES OF EFFECTIVENESS	4009	4-5
AQUATICS POLICY	4010	4-6
PARKS AND RECREATION	4011	4-7
RECREATION CENTERS	4012	4-7
RECREATION ROOMS	4013	4-8
SPAS AND TANNING BEDS	4014	4-8
RECREATIONAL SHOOTING	4015	4-8
OUTDOOR RECREATION PROGRAMS	4016	4-9
COMPETITIVE EVENTS	4017	4-11

MARINE CORPS SEMPER FIT PROGRAM

FIGURE

	<u>PAGE</u>
4-1 RECREATIONAL AQUATICS CORE STANDARDS . .	4-12
4-2 RECREATIONAL AQUATICS STANDARDS SCORING SPREADSHEET	4-16
4-3 PARKS AND RECREATION CORE STANDARDS . .	4-17
4-4 PARKS AND RECREATION STANDARDS SCORING SPREADSHEET	4-20
4-5 RECREATION CENTER CORE STANDARDS	4-21
4-6 RECREATION CENTER STANDARDS SCORING SPREADSHEET	4-23
4-7 RECREATION ROOM CORE STANDARDS	4-24
4-8 RECREATION ROOM STANDARDS SCORING SPREADSHEET	4-25
4-9 CATEGORY "B" RECREATION EQUIPMENT . . .	4-26
4-10 CATEGORY "C" RECREATION EQUIPMENT . . .	4-27

MARINE CORPS SEMPER FIT PROGRAM

CHAPTER 4

RECREATION

4000. GENERAL

1. To standardize recreational policies that are integral to the Semper Fit Program to achieve maximum capabilities in order to provide better services. Commanders are responsible for establishing, operating, and supporting a recreation program which is designed to meet the needs and desires of the maximum number of authorized participants. Recreation programs shall be funded in accordance with reference (c).

2. Recreation facilities and programs are intended for the use of all authorized patrons. In those instances where a requirement exists for physically separated facilities, based upon grade or sex, commanders must ensure that an equal quality and proportional quantity of these facilities are provided to all personnel.

3. Sound business practices shall be used in managing the program. Public and commercial recreation resources in the nearby civilian community shall be considered when evaluating patron's recreational needs before establishing new or continuing to operate existing recreation activities.

4001. Purpose. To provide guidance on recreation programs to assist Commanders in creating an atmosphere that helps to maximize individual performance, encourage healthier lifestyles and improve the overall QOL for Marines and their families.

4002. Policy. Recreation programs play a strategic role in the Semper Fit Program objectives to encourage healthy lifestyles which result in increased productivity, reduced medical costs, and greater military readiness.

4003. SAFETY. Safety procedures and ORM guidance for recreational activities are found in references (d), (m), (n), and (r). Factors must be identified and an emergency plan covering such areas as injuries, other medical emergencies, and severe weather must be part of the SOP for every recreational activity. All personnel will be qualified and familiar with these procedures as part of their required training.

4004. USER FEES AND CHARGES

1. In accordance with DoD Instruction 1015.10, Category A, Mission Sustaining Programs, are considered most essential in meeting the organizational objectives of the Military Services. Category B, Community Support Programs, are closely related in terms of supporting the military mission to those grouped in Category A. Recreation programs are a combination of Category A and B.

2. User fees or charges may be assessed for participants in recreation programs conducted in APF facilities and on Government property.

3. The following is a guide for determining user fees and charges that may be used in recreation programs:

a. Normally fees and charges will not be assessed for Category A recreational activities. A fee for classes (i.e., sailing/scuba diving etc.) and admission charges for spectator events are permissible at community centers, sporting and athletic facilities, entertainment centers, and special events (i.e., racing/competitive events).

b. Fees or charges may be assessed for Category B recreation activities.

c. Admission charges or entry fees are authorized when people in the civilian community attend MCCS sponsored events.

4. User fees and charges may be prorated by pay grade.

5. Per DoD Instruction 1015.10, fees may be charged to cover NAF costs associated with management and maintenance of APF provided recreational equipment or materials.

4005. AWARDS

1. Awards to stimulate interest in recreation programs are authorized for non-intramural sports and recreation awards; e.g., command running events or competitions that are not a part of the intramural program. Cash prizes or certificates redeemable in cash may be awarded if funded with entry fees/NAF associated with the event.

2. Commanding officers may not authorize individual awards for competitive drill and other military skill events that are training functions. Using NAF for awards/prizes is prohibited.

4006. VOLUNTEERS. Commanders may accept voluntary services in Semper Fit recreation activities, per reference (s).

4007. PROGRAMMING

1. Marine Corps personnel represent a cross-section of the civilian population. Leisure-time interests, attitudes, and abilities of these personnel will respond to similar types of leisure-time programs offered within civilian communities. Meeting participant needs requires continuous programming analysis.

2. Ideally, recreation programs should offer all activities in which patrons express interest; however, due to funding constraints not all activities can be offered, nor all facilities built. We must continually compare patron requirements to recreation program capabilities. These analyses must include patron assessments (surveys), analysis of competitors, usage data, year-end activity reports, turnover files, ORM factors, and availability of resources, as the key elements.

4008. Core Standards and Benchmarks. Using the "One Corps, One Standard" approach, core programs and standards were identified and established to ensure equitable provision of programs and distribution of resources. They provide a methodology to measure the "as is" state of Command Semper Fit programs, and, where possible, the capability to compare enterprise/activities to one another and against the private sector. Annually, commands shall evaluate and measure these programs against these standards. Reaching the desired end state of "One Corps, One Standard" is significantly higher with the addition of rational and consistently valued data to the resource allocation process. The recreation programs identified through this process include: Recreational Aquatic programs, Parks and Recreation programs, and Basic Social Recreation programs (recreation centers and rooms). Operating standards, benchmarks, and sources for these core programs are outlined in figures 4-1 to 4-8.

4009. Measures of Effectiveness

1. Recreation programs demonstrate Marine Corps concern for members and their families and increase family satisfaction with

and adaptation to military life style. The following measures of effectiveness are established:

a. Goal. To provide safe, professionally managed, state-of-the-art, quality recreation programs.

(1) Performance Measures. Increase customer satisfaction and increase by 10 percent the number of Marines and their families who use on-base recreation programs.

(2) Outcome. Customer Satisfaction Index, QOL Survey.

b. Goal. To provide fully funded recreation programs.

(1) Performance Measures. All Marine Corps recreation programs meet the DoD funding goals of 100 percent for Category A programs and 65 percent for Category B programs.

(2) Outcome. DoD Metric Report for Category A and B programs.

4010. AQUATICS POLICY

1. These programs provide aquatic related recreational activities and facilities of a broad and diversified scope. Aquatics programs may include, but are not limited to, the following activities and services: swimming and instruction, water based recreation areas, lifeguard and instructor training, recreational boating and instruction, scuba diving and instruction, and facilities such as boat docks, fishing piers, and marinas.

2. Swimming Pools and Bathing Places

a. The provisions of reference (t) shall be used as a guide for sanitary standards and the safe operation of swimming pools and other bathing facilities. In addition to the requirements listed in the above directive the following policies will be included in all written pool regulations:

b. An emergency plan covering such areas as injuries, chlorine leaks, medical emergencies, and severe weather must be part of the Standard Operating Procedures (SOP) for every pool. The SOP will also cover inflatables, alcohol, and glass at poolside. All personnel will be instructed in these procedures as part of their training. A lifeguard must be on duty anytime swimming is permitted in aquatic facilities.

c. Children under 10 years old must be accompanied by, and under the direct supervision of, an individual at least 16 years old. Children between the ages of 10 and 15 who demonstrate the ability to swim at least 25 yards do not require direct supervision.

d. All lifeguards must be currently certified by the American Red Cross (ARC)/YMCA in Lifeguard Training, First Aid, and CPR. Pool Managers must be currently certified by ARC/YMCA in Lifeguard Training, CPR, First Aid, and be Certified Pool Operators. All swim instructors must be currently certified ARC/YMCA Water Safety Instructors.

e. The minimum lifeguard requirements are outlined in reference (t). Lifeguards considered "on duty" as lifeguards shall be guarding bathers and doing nothing else. Lifeguard to patron ratios of 1-50 should be increased (more lifeguards to fewer patrons) when large numbers of children are using the pool and when functions are held at night.

3. Figures 4-1 and 4-2 provide minimum core program standards that shall be used to meet CMC equity and standardization goals.

4011. PARKS AND RECREATION

1. Facilities and outdoor programs designed to reduce stress and tensions of modern life, create a sense of community, provide mental and physical health benefits through physical activity, and preserve natural and cultural resources. Programs include: pavilions, picnic areas, barbecue grills, game fields, fitness trails, nature centers, playgrounds, courts and fields, boating activities, etc., for self-directed or community directed use.

2. Figures 4-3 and 4-4 provide minimum core program standards that shall be used to meet CMC equity and standardization goals.

4012. RECREATION CENTERS

1. Recreation Centers shall fall under the purview of the SFD in execution at the installation level. Recreation Centers are geared toward providing a variety of activities to enlisted service members at a central location(s). These Recreation Centers should contain: televisions, VCR's, video games, computers with internet access, pool tables, lounge areas, stereo systems, food service, and other activities that support the QOL for Marines.

2. Figures 4-5 and 4-6 provide minimum core program standards that shall be used to meet CMC equity and standardization goals.

4013. RECREATION ROOMS

1. Recreation equipment shall fall under the purview of the SFD in its execution at the installation level. The SFD shall coordinate with the unit SFO to ensure that minimum standards are provided at all recreation rooms. Recreation Rooms are not expected to replace recreation centers but should offer the Marines a common area in the barracks to conduct some recreational activities. At a minimum, Recreation Rooms shall have a large screen television with cable access, and VCR.

2. Commanders are responsible for instituting policy to ensure management and accountability of unit/barrack recreation rooms.

3. Refer to reference (c) for funding guidance.

4. Figures 4-7 and 4-8 provide minimum core program standards that shall be used to meet CMC equity and standardization goals.

4014. SPAS AND TANNING BEDS

1. Spas and hot tubs shall meet the requirements listed in Chapter 4 of reference (t).

2. Tanning beds are not authorized on Marine Corps installations due to the adverse effects of ultraviolet light to the skin based on studies by the dermatology Office at the National Naval Medical Center, Bethesda, Maryland.

4015. RECREATIONAL SHOOTING

1. Where facilities permit, commanding officers should encourage recreational rifle, pistol, and shotgun shooting. Such shooting stimulates interest, affords Marines the opportunity to maintain and improve their proficiency in a vital military skill, and furthers the Marine Corps Competition-in-Arms Program.

2. Intramural competition and supervised individual firing conducted by qualified instructors (Marine Corps Primary Marksmanship Instructor (PMI), Marine Corps Rifle/Pistol Range Coaches School, NRA certified instructor, Department of Civilian Marksmanship) and coaches is authorized and encouraged. Achievement awards may be presented in these events.

3. Per reference (r), off-duty enlisted personnel serving in the above positions may be paid with NAF. Reference (u) authorizes qualified staff noncommissioned officers to act as range officers to conduct and supervise recreational and intramural shooting.

4. Marine Corps Supply System Firearms and Ammunition. Firearms, other than government-owned standard firearms, may be purchased for recreation program use (not for resale), with APF or NAF. Pistols or other Government-owned standard firearms are available in the Marine Corps supply system and may be furnished for recreational purposes on loan. The provisions of reference (v) are applicable to all weapons used in the recreation program. Service ammunition may be issued from Marine Corps stocks for recreational rifle and pistol shooting within allowances set forth in reference (w).

5. A telephone/radio with direct access to the Military Police and local medical facility shall be on site.

4016. Outdoor Recreation Programs

1. Outdoor Recreation activities may include the following but are not limited to: cycling, camping, fishing, skiing, mountaineering, boating, hiking, archery, and other activities that support the Semper Fit Program by promoting readiness, fitness, and a healthy QOL for Marines and family members. Facilities and programs may include equipment rental centers, parks and picnic areas, skills classes, outdoor trips, etc. Outdoor Recreation programs are defined as Category B MWR activities.

2. Facilities that provide equipment for checkout in support of outdoor recreation programs are called "Outdoor Recreation Equipment Centers". APF monies may be used for the procurement, maintenance, and control of the equipment provided by these centers. Figure 4-10 provides a listing of the type of equipment that may be available for checkout in these Category B MCCR activities.

3. More elaborate types of recreational equipment, such as those listed in figure 4-11, are considered to be revenue generators and fall into Category C. Facilities that offer this equipment for checkout should be called "Recreational Equipment Rental Centers." If one activity has equipment from both categories, then overall management, safety and control of these mixed category facilities may be funded with APF. If there are employees whose sole job is to manage or maintain Category C equipment, then these people must be NAF employees.

4. Equipment checkout facilities that have facets of both Categories B and C will be divided into two separate cost centers.

5. Equipment checkout procedures shall require that patrons are accountable for damage and return of equipment.

6. Boating and Sailing

a. Boating and sailing activities shall fall under the purview of the SFD. Programs include operation of a marina without resale or private boat berthing. Boats and equipment are MCCA-owned and operated.

b. These activities are heavily used in the Marine Corps and the following are considered minimum requirements:

(1) All persons using boats shall receive instructions on boating safety and usage. Particular attention must be given to water-ski and jet-ski operations. Customers must receive a thorough training before operating a jet-ski or a personal watercraft. This training must comply with state and federal regulations and include proficiency testing with the same class of watercraft the customer will be using. A SOP must be developed covering basic customer qualification procedures for each type of watercraft.

(2) All watercraft must be operated in compliance with equipment requirements stated in state and federal regulations (current Code of Federal Regulations (CFR's)).

(3) Boathouse activities shall maintain two safety boats; a small motorboat for marina use and larger craft for open water work, search and retrieval.

(4) Persons operating motorboats and sailboats must show proof of certification or be licensed by passing a written exam. Exams will be kept on file for two years from the date of certification. Marine Corps command certification must meet the standards of any of the following: (1) Coast Guard Auxiliary Power Squadron; (2) U.S. Naval Sailing Association; (3) Red Cross; and (4) YMCA. All personnel shall review local conditions and hazards prior to operation of watercraft.

(5) Unsupervised operators shall be at least 16 years of age. Children, while on MCCA watercraft, shall be under the direct supervision of an adult 18 years of age or older.

(6) Operation of MCCA watercraft while under the influence of alcohol is prohibited.

c. Admiralty Claims. In general, all potential governmental liability incidents, involving recreational boating and sailing vessels and facilities, are within the purview of admiralty law. The provisions set forth in Chapter XII of reference (x) shall apply in all cases of potential governmental liability arising out of boating and sailing vessels and facilities. Any boating incident will be reported immediately to the local staff judge advocate, local safety authority and CMC (MR).

4017. COMPETITIVE EVENTS

1. Competitive events for military participants are a function of the Semper Fit Program.

2. If civilian participation is permitted, the following provisions will apply:

a. The use of NAF, other than using the entrance fees generated by each specific event, is prohibited. This does not preclude the obligation of local recreation funds for the purchase of supplies and awards prior to the event. However, all such advances shall be totally liquidated through the event receipts.

b. Installation Semper Fit Program Managers must be able to identify all income and expenses associated with the event.

c. "Hold Harmless" agreements, where applicable, will be obtained to preclude claims and litigation against the United States, the Marine Corps, and the command MCCA. Agreements shall be reviewed by the appropriate MCCA legal counsel prior to establishing their use at an activity.

d. Commands must take positive steps to ensure that the amateur status of all participants is protected, and that participation in base-sponsored events, with cash prizes or gift certificates, does not violate the regulations of the national governing body.

3. The above procedures and guidance are not applicable to the Marine Corps Marathon, conducted by MCB Quantico in Washington, DC. Point of contact is Marine Corps Marathon Office at 3035 Barnett Avenue, Quantico, VA 22134, (703) 784-2225.

MARINE CORPS SEMPER FIT PROGRAM

RECREATIONAL AQUATICS PROGRAM

SCOPE

Measure:	PROVIDE RECREATION AQUATIC PROGRAM AT LEAST 40 HOURS
Purpose:	To provide minimum level of service during peak swim season
Standard:	40 hours of recreational swimming per week
Source:	MR
Calculation:	Service hours per week
USMC Avg:	

Measure:	SWIM LESSONS
Purpose:	To ensure beginner swimming instruction is provided
Standard:	100% of providers will provide a beginner swimming program
Source:	MR
Calculation:	Swimming Programs Reported
USMC Avg:	

HUMAN RESOURCES

Measure:	RECREATION POOLS ARE APPROPRIATELY STAFFED
Purpose:	To ensure pools are staffed properly for patron usage
Standard:	Lifeguard to swimmer ratio 1:50
Source:	MR
Calculation:	1. Average number of patrons per day divided by 5.0 2. Number of lifeguards divided by requirement
USMC Avg:	

Measure:	RECREATION MANAGEMENT
Purpose:	To ensure proper supervision of pool operations
Standard:	1 Aquatics manager per installation with pools
Source:	MR
Calculation:	Number of managers
USMC Avg:	

Figure 4-1.--Recreational Aquatics Core Standards.

MARINE CORPS SEMPER FIT PROGRAM

Measure:	QUALIFICATION OF STAFF
Purpose:	To ensure the safety and well-being of all patrons
Standard:	Lifeguard possess current certification by the American Red Cross/YMCA in Lifeguard Training, First Aid, and CPR. Aquatic Manager possess current WSI Certification, American Red Cross/YMCA Lifeguard Training, First Aid, and CPR, and be Certified Pool Operators.
Source:	MR
Calculation:	Number of lifeguards with certification divided by number of lifeguards Number of managers with certification divided by number of Aquatic Managers
USMC Avg:	

EQUIPMENT

Measure:	SAFETY EQUIPMENT
Purpose:	To ensure safe operation of pools
Standard:	100% Safety equipment required per pool: megaphone, whistle, shade umbrella, sunglasses, visor/cap, drinking water, two way radio/deck phone, ring buoy, rescue tube, and shepherd's crook.
Source:	MR
Calculation:	Number of pools with required safety equipment divided by total number of pools
USMC Avg:	

Measure:	PROVIDE ADEQUATE CHAISE LOUNGES FOR PATRONS
Purpose:	To provide adequate level of lounges for patrons
Standard:	1 chaise lounge per 20 patrons
Source:	MR
Calculation:	Number of chaise lounges divided by number of patrons
USMC Avg:	

Measure:	PROVIDE ADEQUATE CHAIRS FOR PATRONS
Purpose:	To ensure appropriate level of seating for patrons
Standard:	1 chair per 25 patrons
Source:	MR
Calculation:	Number of chairs divided by number of patrons
USMC Avg:	

Figure 4-1.--Recreational Aquatics Core Standards--Continued.

167

MARINE CORPS SEMPER FIT PROGRAM

Measure:	PROVIDE ADEQUATE TABLES AND UMBRELLAS FOR PATRONS
Purpose:	To ensure appropriate level for patron use
Standard:	1 table and umbrella per every 100 patrons
Source:	MR
Calculation:	Number of tables divided by number of patrons Number of umbrellas divided by number of patrons
USMC Avg:	

Measure:	PROVIDE ADEQUATE DIVING BOARDS AND SLIDES
Purpose:	To ensure pools are equipped with appropriate pool accessories
Standard:	1 diving board/1 slide per installation
Source:	MR
Calculation:	Number of diving boards divided by number of pools on installation Number of slides divided by number of pools on installation
USMC Avg:	

FACILITIES

Measure:	AVERAGE AGE OF POOL
Purpose:	To ensure pools are replaced at the proper intervals
Standard:	Replace at 50 years
Source:	MR
Calculation:	1. Year facility(ies) constructed 2. Total number of years of pools divided by 50
USMC Avg:	

Measure:	LENGTH OF TIME ELAPSED FROM LAST RENOVATION
Purpose:	To determine if pools are being renovated at proper intervals
Standard:	Renovation every 5-7 years
Source:	MR
Calculation:	1. Year facility(ies) renovated 2. Total number of years since last renovation divided by total number of facilities
USMC Avg:	

Figure 4-1.--Recreational Aquatics Core Standards--Continued.

MARINE CORPS SEMPER FIT PROGRAM

Measure:	FAMILY AND CHILDREN POOLS
Purpose:	To ensure adequate number of pools per installation
Standard:	<1,000 patrons: 1 family pool/1 children's pool 1,000-<10,000 patrons: 2 family pools/2 children's pools 10,000> patrons: 3 family pools/3 children's pools
Source:	MR
Calculation:	Number of family pools divided by installation population Number of children's pools divided by installation population
USMC Avg:	

Figure 4-1.--Recreational Aquatics Core Standards--Continued.

MARINE CORPS SEMPER FIT PROGRAM

RECREATIONAL AQUATICS PROGRAM	Installation Name
Base Population	
SCOPE: OPERATIONS	
STANDARD: 40 hours of recreational swimming per week	
with 100% beginner swimming programs	
Total cumulative pool operation hours per week	
Total number of beginner swimming programs	
Number of hours per pool per day	
Are beginner swim lessons offered	
HUMAN RESOURCES	
STANDARD: 1. Lifeguard to swimmer ratio 1:50	
2. 1 Aquatics Manager per installation	
3. Lifeguards and Managers must possess current ARC/YMCA certified in CPR/First Aid, Lifeguard Training; Managers a WSI cert. and Certified Pool Operators	
What is the average number of patrons per pool per day	
Average number of lifeguards per pool per day	
Is there an Aquatic Manager	
Are lifeguards certified	
Is Aquatics Manager certified	
Is lifeguard to swimmer ratio 1:50	
EQUIPMENT	
STANDARD: 1. 100% safety equipment per pool: megaphone, whistle, shade, umbrella, sunglasses/visor, drinking water, two-way radio/deck phone, ring buoy, rescue tube, and shepherd's crook	
2. 1 chaise lounge per 20 patrons	
3. 1 chair per 25 patrons	
4. 1 table and umbrella every 100 patrons	
5. 1 diving board and slide per installation	
Does every pool have 100% safety equipment	
How many chairs at pools	
How many tables and umbrellas at pools	
How many diving boards on base	
How many water slides on base	
Number of Chaise lounges	
FACILITIES	
STANDARD: Replace at 50 years, renovation every 5-7 years,	
More than 1,000 patrons: 1 family pool/ 1 childrens pool	
Between 1,000 -10,000 patrons: 2 family pools/ 2 children pools	
Over 10,000 patrons: 3 family pools/3 children pools	
Date pools were built	
Date last renovated	
Number of children pools/regular pools	
Average age of pools in years	

Figure 4-2.--Recreational Aquatics Standards Scoring Spreadsheet.

MARINE CORPS SEMPER FIT PROGRAM

PARKS AND RECREATION PROGRAM

SCOPE

Measure:	PROVIDE OUTDOOR PROGRAMS FROM DAWN TO DUSK
Purpose:	To provide minimum hours of operation for the program
Standard:	84 hours per week
Source:	MR
Calculation:	Total hours per week
USMC Avg:	

EQUIPMENT

Measure:	PLAYGROUND EQUIPMENT PACKAGES
Purpose:	To provide desirable recreation services to patrons
Standard:	1 playground equipment package per 5,000 active duty Marines, to include, at a minimum: swing set, slide, and jungle gym.
Source:	Los Angeles County, California
Calculation:	Total active duty Marines divided by 5,000 equals number of playground equipment packages
USMC Avg:	

Measure:	PROVIDE PICNIC TABLES, GRILLS, AND TRASH CANS
Purpose:	To provide desirable recreation services to patrons
Standard:	1 each per 300 active duty Marines
Source:	Dallas, Texas Regional Planning Commission
Calculation:	Total active duty Marines divided by 300 equals number of picnic tables, grills, and trash cans
USMC Avg:	

Figure 4-3.--Parks and Recreation Core Standards.

MARINE CORPS SEMPER FIT PROGRAM

HUMAN RESOURCES

Measure:	PARK OPERATIONS STAFF
Purpose:	To ensure efficient parks.
Standard:	1 Recreation Specialist per 5,000 Marines during peak hours of operation
Source:	MR
Calculation:	Total number of active duty Marines divided by 5,000
USMC Avg:	

Measure:	PARK OPERATIONS STAFF
Purpose:	To ensure parks are staffed properly
Standard:	Recreation Specialists are CPR and First Aid Certified
Source:	MR
Calculation:	Total number of Recreation Specialists divided by number of specialists CPR and first aid certified
USMC Avg:	

FACILITIES

Measure:	PARK ACREAGE
Purpose:	To ensure adequate park acreage
Standard:	6 acres per 1,000 active duty Marines
Source:	Dallas, Texas Regional Planning Commission
Calculation:	Number of active duty Marines divided by 1,000 times 6
USMC Avg:	

Measure:	PICNIC SHELTERS
Purpose:	To ensure adequate picnic shelters per installation
Standard:	1 picnic shelter per 2,000 active duty Marines
Source:	Kansas City, Missouri Metropolitan Region public park standards
Calculation:	Number of active duty Marines divided by 2,000
USMC Avg:	

Figure 4-3.--Parks and Recreation Core Standards-- Continued.

MARINE CORPS SEMPER FIT PROGRAM

Measure:	FITNESS TRAILS
Purpose:	To provide additional recreation opportunities
Standard:	1 mile trail per 10,000 active duty Marines
Source:	Dallas, Texas Regional Planning Commission
Calculation:	Total active duty Marines divided by 10,000 equals total number of 1 mile fitness trails
USMC Avg:	

Measure:	COMFORT STATIONS
Purpose:	To ensure adequate comfort stations per installation
Standard:	1 comfort station for every 5 acres of park
Source:	Los Angeles County, California
Calculation:	Total number of acres divided by 5 equals total number of stations
USMC Avg:	

Measure:	HORSESHOE PITS
Purpose:	To ensure adequate number of horseshoe pits per installation
Standard:	1 horseshoe pit for every 2,000 active duty Marines
Source:	Kansas City, Missouri Metropolitan Region public park standards
Calculation:	Number of active duty Marines divided by 2,000
USMC Avg:	

Figure 4-3.--Parks and Recreation Core Standards--Continued.

MARINE CORPS SEMPER FIT PROGRAM

PARKS AND RECREATION PROGRAMS	Installation Name
Base Population	
SCOPE: OPERATIONS	
STANDARD: 84 hours per week	
Total hours of operation for facilities/programs per week	
FACILITIES	
STANDARD: 1 comfort station per 5 acres of park	
Number of Comfort Stations	
HUMAN RESOURCES	
STANDARD: Minimum 1 Recreation Specialist CPR and	
First Aid certified per 5,000 Marines	
Number of Parks and Recreation Program employees	
Number of certified employees	
EQUIPMENT	
STANDARD: 1 playground package per 5,000 Marines	
Number of playground equipment packages	
2.1 Picnic Table, Grill, and Trash Can per 300 active duty Marines	
Number of picnic tables	
Number of trash cans	
Number of grills	
3. 1 horseshoe pit per 2,000 active duty Marines	
Number of horseshoe pits	
FACILITIES	
1 Picnic Shelter per 2,000 active duty Marines	
Number of picnic shelters	
2. 6 acres of park per 1,000 active duty Marines	
Number of acres of park	
3. 1 mile of trail per 10,000 active duty Marines	
Total distance of Fitness Trails	

Figure 4-4.--Parks and Recreation Standards Scoring Spreadsheet.
4-20

114

MARINE CORPS SEMPER FIT PROGRAM

RECREATION CENTERS

SCOPE

Measure:	PROVIDE MULTI-PURPOSE RECREATION CENTERS
Purpose:	To provide a central location(s) for Marines to socialize and relax "
Standard	Open 100 hours per week based on patron availability
Source:	MR
Calculation:	Total number of operation hours per week
USMC Avg:	

HUMAN RESOURCES

Measure:	RECREATION CENTER MANAGER
Purpose:	To provide programming services and management oversight of recreation center operations
Standard:	1 Manager per recreation center
Source:	MR
Calculation:	Total number of Recreation Center Managers divided by Recreation Centers
USMC Avg:	

EQUIPMENT

Measure:	REPLACEMENT SCHEDULE IS MAINTAINED
Purpose:	Determine if equipment is being replaced in an interval basis to maintain a quality program
Standard:	A. Furniture: chairs, tables, lamps, bookcases- 3-5 years B. Computers, printers- 3-5 years C. TVs, VCR's, Stereo Equipment- 3-5 years D. Pool tables, foosball, and amusement machines- 3-5 years
Source:	MR
Calculation:	Years since last replacement divided by number of equipment categories
USMC Avg:	

Figure 4-5.--Recreation Center Core Standards.

115

MARINE CORPS SEMPER FIT PROGRAM

EQUIPMENT (cont'd)

Measure:	EQUIPMENT QUANTITY
Purpose:	Determine if there is an adequate amount of equipment
Standard:	<p>A. Furniture: chairs- 1 chair per 200 Marines tables- 1 table per 200 Marines lamps- 1 lamp per 200 Marines bookcase- 1 bookcase per 500 Marines</p> <p>B. Computers: computer/printer- 1 set per 1000 Marines</p> <p>C. Electronics: televisions- 1 per 1000 Marines VCR's- 1 per 2000 Marines stereo system- 1 per 3000 Marines</p> <p>D. Games: pool tables- 1 per 1000 Marines foosball- 1 per 1000 Marines amusement/video machines- 1 per 1000 Marines</p>
Source:	MR
Calculation:	Number of Marines divided by number of specific equipment
USMC Avg:	

FACILITIES

Measure:	RECREATION CENTERS PER MARINE
Purpose:	To ensure adequate amount of centers to primarily serve the single enlisted Marine population
Standard:	1 center per 10,000 enlisted Marines between 18-24 years of age
Source:	NAVFAC P-80
Calculation:	Total number of enlisted Marines between the ages 18-24 divided by 10,000
USMC Avg:	

Figure 4-5.--Recreation Center Core Standards--Continued.

MARINE CORPS SEMPER FIT PROGRAM

RECREATION CENTERS	INSTALLATION
Base Population	
SCOPE OPERATIONS	
STANDARD: Open 100 hours per week	
1 Rec Room per barracks	
Total cumulative hours of operation per week	
Number of Recreation Centers	
Total enlisted population between age 18-24	
Number of Recreation Rooms on base	
Is there a Recreation Center	
Total number of barracks on installation	
Is there some form of the Single Marine Program	
HUMAN RESOURCES	
STANDARD: 1 Manager per REC Center	
Number of Recreation Center Managers	
EQUIPMENT	
STANDARD: The following equipment in each facility with a 3-5 year replacement schedule:	
1. Computers, printers	
2. Video games, board games, movie tapes	
3. T.V.s, VCRs, Stereo Equipment	
4. Pool tables, foosball, and amusement machines	
Total number of Televisions	
Total number VCR's	
Total number of Stereo's	
Total number of Computers	
Total number of printers	
Total number of lamps	
Total number of chairs	
Total number of bookcases	
Total number of video games	
Pool tables, foosball, amusement machines	
FACILITIES	
STANDARD: 1 Center per 10,000 18-24 year old Marines	
Number of Marines between the age of 18-24	

Figure 4-6.--Recreation Center Standards Scoring Spreadsheet.

MARINE CORPS SEMPER FIT PROGRAM

RECREATION ROOMS

SCOPE

Measure:	RECREATION ROOMS
Purpose:	To ensure single Marines have recreation rooms near or in single Marine Quarters in the absence of a recreation center
Standard:	1 recreation room per barracks
Source:	MR
Calculation:	Number of recreation rooms divided by number of Barracks
USMC Avg:	

EQUIPMENT

Measure:	REPLACEMENT SCHEDULE IS MAINTAINED
Purpose:	Determine if equipment is present and being replaced to maintain a quality recreation room
Standard:	A. TV's, VCR, Stereo- 5 years B. Pool Table, Foosball, or Ping Pong Table- 5 years
Source:	MR
Calculation:	Average replacement divided by average age of equipment
USMC Avg:	

Figure 4-7.--Recreation Room Core Standards.

MARINE CORPS SEMPER FIT PROGRAM

RECREATION ROOMS	INSTALLATION
Base Population	
SCOPE: OPERATIONS	
STANDARD: One recreation room per barracks	
Do the number of recreation rooms equal the number of barracks?	
EQUIPMENT	
STANDARD: The following equipment is replaced every five years	
1. TV's, VCR, Stereo	
2. Pool Table, Foosball Table or Ping Pong Table	
Does each recreation room meet the standard for equipment?	
Is equipment in recreation rooms replaced according to standard?	

Figure 4-8.--Recreation Room Standards Scoring Spreadsheet.

MARINE CORPS SEMPER FIT PROGRAM

Boating Equipment

- boat (square stern, 18' or under)
- canoe (all lengths)
- sailboard
- daysailer (18' or under)
- paddle
- life preserver
- outboard engine (25 HP or under)
- trailer to carry above boats

Camping Equipment

- tent
- sleeping bag
- back pack
- heater
- lantern
- stove
- cooking utensils
- cot
- portable toilet
- cooler

Hunting & Fishing Equipment

- bow & arrows
- quiver
- rifle
- shotgun
- rod & reel
- tacklebox
- creel

Sports Equipment

- badminton set
- baseball glove
- softball
- football
- soccer ball
- volleyball
- horseshoe set
- croquet set
- volleyball net & standards
- tennis ball & racquet
- racquet ball & racquet
- safety goggles
- tug-of-war rope
- bicycle

Figure 4-9.--Category "B" Recreation Equipment.

MARINE CORPS SEMPER FIT PROGRAM

CATEGORY "C" RECREATION EQUIPMENT

Boating Equipment Camping Equipment

- power boat (over 18')- camping trailers
- sailboat (over 18')- tent trailers
- bass boat- travel trailers
- pontoon boat
- ski boat

Lawn & Garden Equipment Miscellaneous

- mowers- super cooker
- log splitters- bar-b-cue grill
- rototiller- tow bar
- chipper- generator
- utility trailers- car dolly
- chain saw- dining canopy
- car top carriers

Figure 4-10.--Category "C" Recreation Equipment.

MARINE CORPS SEMPER FIT PROGRAM

CHAPTER 5

RECREATIONAL/OFF-DUTY SAFETY

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL	5000	5-3
PURPOSE	5001	5-3
POLICY	5002	5-3
HIGH RISK ACTIVITIES	5003	5-3
REQUIREMENTS	5004	5-5
MEASURES OF EFFECTIVENESS	5005	5-7

FIGURE

5-1	RECREATION/OFF-DUTY SAFETY CORE STANDARDS	5-8
5-2	RECREATION/OFF-DUTY SAFETY STANDARDS SCORING SPREADSHEET .	5-10

MARINE CORPS SEMPER FIT PROGRAM

CHAPTER 5

RECREATIONAL/OFF-DUTY SAFETY

5000. General

1. With the integration of fitness centers, health promotions, sports and recreation under the SDD, injury prevention is integral to the day-to-day education and operations of installation Semper Fit Programs. Mishaps that occur during off-duty and recreational activities adversely impact a command's mission capability. Significant medical expenses and loss of specialized skills may be attributed to these mishaps. Many of these mishaps can be prevented or minimized through the enforcement of ORM practices and recreational safety programs.

2. The use of ORM as part of the off-duty safety and recreational practices applies to all Marines, DoD workers, and dependents. The program covers all Marine Corps activities, including NAF activities, and operations that are under the sponsorship of installation MCCA representatives.

5001. Purpose. To reinforce current responsibilities and procedures for the Marine Corps off-duty and recreation safety program as it pertains to the Semper Fit Program.

5002. Policy. Marine Corps commands shall establish and maintain an effective and comprehensive ORM and off-duty safety program, per reference (n).

5003. HIGH RISK ACTIVITIES

1. The Commandant of the Marine Corps is successor-in-interest to assets or liabilities of command MCCA programs. This fact places the responsibility of commanders, SFD, and all MCCA managers in the forefront for management and supervision of MCCA programs and events. The proper safeguards must be in place to protect Marines, MCCA patrons, employees, and programs from extraordinary or catastrophic loss of life or serious injury.

2. High risk functions or events will not be included in MCCA programs, sponsored by MCCA activities, or offered by commercial sponsorship on Marine Corps installations or offered by MCCA activities. The current policy excludes "all aviation activity." This clearly indicates there is no coverage for sky diving

exhibitions, etc. The listing below is not all inclusive of such events, but is an illustration of such events:

- a. Bungee Jumping.
- b. Parachuting or Sky Diving.
- c. Parasailing.
- d. Hot-Air Balloons.
- e. Aerobatics (including wing walking, etc.).
- f. Mechanical Bulls.
- g. Velcro Fly Traps or similar Velcro apparatus.

3. Other types of events, while prohibited as functions of MCCA on the military installation, may be contracted through concessionaires with insurance coverage that indemnifies DoD, DoN, U.S. Marine Corps, installation commanders, MCCA activities, and staff. A copy of the contract indicating insurance limits of liability, etc., must be sent to the CMC (MRB-1) for review 30 days before the event. Examples of these events are:

- a. White Water Rafting.
- b. Mountain Climbing.
- c. Hang-gliding.
- d. Hot Rod, Motor Cross, and Auto Races.

4. Scuba operations, including resale of scuba equipment, compressed air, tank calibration, scuba instruction, scuba diving trips, and checkouts of scuba equipment, as a function of the MCCA activity's program, is considered exceedingly high risk. MCCA scuba dives or trips will be limited to the immediate vicinity of the military installation where the scuba instructors are familiar. Any expansions of scuba programs operated by MCCA must be reported to CMC (MRB-1). Those MCCA activities already converted to a concessionaire contract must ensure that the concessionaire has sufficient insurance that meets the requirements of paragraph 3.

5004. REQUIREMENTS

1. The installation SFD shall ensure participation on the installation Safety Council by designated representatives, per references (m) and (n).

2. Per reference (n), Semper Fit facilities and activities shall provide written guidance regarding operational safety to patrons and employees. Guidance shall incorporate the ORM process; e.g., identify hazards, assess hazards, develop risk controls and make decisions, implement controls, and supervise. If the overall command policy does not address specifics of a high-risk activity, a separate safety procedure will be written for that activity.

a. All written SOP's shall be developed by the activity and reviewed by the local safety office.

b. For all areas using hazardous chemicals, a specific written hazard communication program shall be written by the activity and reviewed by the local safety office. All personnel shall receive an initial safety orientation providing basic knowledge of the hazards associated with failure to comply with requirements for the safe use of equipment and wearing of personal protective equipment (PPE).

c. A workplace safety-training program shall be developed for each area/activity to provide employees and patrons knowledge of hazards to which they may be exposed. All training programs above shall be reviewed by the local safety office and documented in accordance with local and federal requirements. The SFD shall ensure each area/activity develops a process for enforcing the training requirement. Written training records shall be maintained for at least five years, but may be maintained in one continuous log with divisions for various years.

d. A written emergency plan will be developed that includes medical, fire, and other evacuation emergencies.

e. Each MCCA area/activity shall develop and publish the minimum safety requirements for use of the facility and/or equipment. These safety requirements will be prominently displayed in an appropriate location.

f. Exposure to blood and other potentially infectious materials is covered by the blood borne pathogen program.

3. The SFD or designated MCCA representative, in accordance with the AC/S or Director MCCA guidance, shall report, file, and

maintain a log of mishap investigations (reports) per references (m) and (r), CMC (MR) guidance, and local policy.

a. All mishaps shall be initially investigated by the immediate supervisor to determine the cause of the mishap and take the steps necessary to prevent recurrence. When injuries occur within an MCCA facility, the AC/S or Director MCCA Office will be provided a copy of the military mishap report for review and action as appropriate.

b. The SFD will maintain a log of all mishaps that occur within Semper Fit Program activities. Per references (n) and (r), the installation AC/S or Director MCCA staff and CMC (MR) will be included within the formal reviewing chain. Plain Language Address (PLA) for MR is CMC WASHINGTON DC//MR//.

4. Command-sponsored Off-Duty Recreational Activities. Local policy shall be developed by the unit or installation in accordance with reference (m). Industry standards and association guidelines shall be used where available. The local policy, as written, shall be reviewed by the local safety office.

5. Use of Alcohol. Per reference (j), Marines shall not be encouraged to consume alcoholic beverages while participating in sports, recreational activities, aquatics, or high-risk outdoor events. Commanders shall institute policies supporting the responsible use of alcohol, including:

a. All activities will offer suitable nonalcoholic beverages in addition to alcoholic beverages.

b. No activity shall offer alcoholic beverages at reduced prices.

c. Food shall be available if alcoholic beverages are provided.

d. Alcoholic beverages shall not be offered as prizes. Commands shall ensure that alcoholic beverages are not served/sold to Marines or guests in violation of local country, state, or county laws.

e. Events serving alcoholic beverages shall provide alternative means of transportation following the event; e.g., free transportation or designated drivers.

f. All Semper Fit activity personnel shall receive informal alcohol intervention training from MCCA subject matter experts on an annual basis.

5005. MEASURES OF EFFECTIVENESS

1. Goal. To provide adequate safety by meeting Marine Corps, DoD, Industry, and National safety standards.
2. Performance Measure. To continually decrease the number of injuries and mishaps in activities/facilities covered under the Semper Fit Program.
3. Outcome. To reduce the amount of mishaps in Semper Fit activities/facilities reported to the Naval Safety Center.

MARINE CORPS SEMPER FIT PROGRAM

RECREATION/OFF-DUTY SAFETY

SCOPE

Measure:	OPERATIONAL RISK MANAGEMENT PROGRAM IN PLACE
Purpose:	To provide maximum level of safety
Standard	All Semper Fit activities incorporate ORM.
Source:	MCO 5100.30/MR
Calculation:	Total number of commands in compliance divided by total number of commands
USMC Avg:	

Measure:	ESTABLISHMENT OF RECREATION/OFF-DUTY SAFETY PROGRAM
Purpose:	To provide maximum safety and reduce injuries
Standard	All Semper Fit Activities incorporate recreation/off duty safety practices.
Source:	NRPA/MR
Calculation:	Total number of base Recreation/Off-Duty Safety Programs divided by total number of bases
USMC Avg:	

Measure:	COMPLIANCE WITH OSHA STANDARDS
Purpose:	To ensure all Marine Corps bases are in compliance with OSHA standards
Standard	All Semper Fit Activities are in 100% Compliance with Base Safety OSHA requirements.
Source:	MCO 5100.30/MR
Calculation:	Number of bases in compliance divided by total number of bases
USMC Avg:	

Measure:	DAILY MISHAP LOG BEING USED BY SEMPER FIT PROGRAM
Purpose:	To ensure all accidents are logged and reported
Standard	One log book per Semper Fit Program
Source:	MCO 5100.30/MR
Calculation:	Number of bases in compliance divided by total number of bases
USMC Avg:	

Figure 5-1.--Recreational/Off-Duty Safety Core Standards.

MARINE CORPS SEMPER FIT PROGRAM

HUMAN RESOURCES

Measure:	WORKPLACE SAFETY AND HEALTH TRAINING PROGRAM DEVELOPED FOR EACH AREA/ACTIVITY
Purpose:	Provide employees knowledge of safety and health risks to which they may be exposed
Standard	All Semper Fit facilities incorporate abases must establish this workplace safety and health training program for all Recreation/Off-Duty Programs
Source:	MCO 5100.30/MR
Calculation:	Total number of compliant Semper Fit facilities participating Recreation/Off-Duty Programs on base divided by total number of Semper Fit facilities. Recreation/Off-Duty Programs
USMC Avg:	

EQUIPMENT

Measure:	FITNESS EQUIPMENT MAINTAINED IN ACCORDANCE WITH MANUFACTURES GUIDELINES
Purpose:	To ensure safe operation of fitness equipment
Standard	All fitness equipment operating within manufactures guidelines
Source:	MR
Calculation:	Pieces of fitness equipment operating within manufactures guidelines divided by total number fitness equipment pieces
USMC Avg:	

Figure 5-1.--Recreational/Off-Duty Safety Core Standards
--Continued.

MARINE CORPS SEMPER FIT PROGRAM

RECREATION/OFF-DUTY SAFETY PROGRAM	Installation
Base Population	
SCOPE:	
STANDARD: ALL SEMPER FIT ACTIVITIES INCORPORATE OPERATIONAL RISK MANAGEMENT PROGRAM IN PLACE	
Q: Risk Management Program per installation (yes or no)	
STANDARD: ESTABLISHMENT OF ALL SEMPER FIT ACTIVITIES INCORPORATE RECREATION/OFF-DUTY SAFETY PROGRAM PRACTICES	
Q: Recreation/Off-duty Safety Program per installation (yes or no)	
STANDARD: ALL SEMPER FIT ACTIVITIES ARE IN 100% COMPLIANCE WITH OSHA STANDARDS	
Q: OSHA Standards being enforced at each installation (yes or no)	
STANDARD: DAILY MISHAP LOG BEING USED BY SEMPER FIT PROGRAM	
Q: One log book per Semper Fit Program per installation (yes or no)	
HUMAN RESOURCES:	
STANDARD: ALL SEMPER FIT FACILITIES INCORPORATE A WORKPLACE SAFETY AND HEALTH TRAINING PROGRAM	
Q: Is a workplace safety and health program in place for all Recreation/Off-Duty programs per installation Semper Fit Facilities (yes or no)	
EQUIPMENT:	
STANDARD: ALL FITNESS EQUIPMENT OPERATING WITHIN MANUFACTURER'S GUIDELINES	
Q: Is all fitness equipment within manufacturer's guidelines for installation. (yes or no)	

Figure 5-2.--Recreational/Off-Duty Safety Standards Scoring Spreadsheet

MARINE CORPS SEMPER FIT PROGRAM

CHAPTER 6

SINGLE MARINE PROGRAM

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL	6000	6-3
PURPOSE	6001	6-3
POLICY	6002	6-3
ACTION	6003	6-3
CORE STANDARDS AND BENCHMARKS	6004	6-4
MEASURES OF EFFECTIVENESS	6005	6-5
USER FEES AND CHARGES	6006	6-5
DEPLOYMENT SUPPORT	6007	6-5

FIGURE

6-1	SMP CORE STANDARDS	6-6
6-2	SMP STANDARDS SCORING SPREADSHEET . .	6-8

MARINE CORPS SEMPER FIT PROGRAM

CHAPTER 6

SINGLE MARINE PROGRAM (SMP)

6000. GENERAL. In 1993, the Marsh Panel on QOL and the Deputy Assistant Secretary of the Navy for Force Support found inequities between QOL programs for families and those for single Marines. The 1994 Marine Corps QOL Study found that 43 percent of all single, enlisted Marines were dissatisfied with their overall QOL. Based on these findings, CMC directed the establishment of the SMP. The SMP encourages and assists single Marines in identifying and planning recreational and leisure activities while assisting commands in identifying and recommending solutions for QOL issues.

6001. Purpose. To standardize all existing single service member programs in the Marine Corps, identifiable as the SMP. This program is integral to the Semper Fit Program and shall support the overall QOL for single Marines, single parents, and geographical bachelors regardless of geographical location. The SMP supports the command by identifying QOL concerns and by providing recommendations for improvement. The SMP shall assist in improving total force readiness, job performance, and retention by assisting in providing a better QOL to all single Marines.

6002. Policy

1. The intent of the SMP is to provide a forum for single Marines to identify problems, identify alternatives to dissuade Marines from irresponsible consumption of alcohol, and find solutions to other QOL issues. QOL includes all activities and issues that directly or indirectly influence morale, living environment, personal growth and development.

2. The components of QOL are community service, health and wellness, life skills, recreation activities, and career progression. QOL shall be the primary focus of the SMP Committee.

6003. ACTION

1. The SMP is a sub-committee of the MCCA Council, per reference (c). Committee size, composition, and length of appointment shall be determined by the command/installation Sergeant Major.

At a minimum, an installation SMP Committee shall include the following:

- SMP Coordinator
- President
- Vice President
- Treasurer
- Secretary/Scribe
- Installation Chaplain or designate
- SMP Representatives from installation population

2. The SMP Committee shall be formed with representation across the installation to include the supporting and operational command population. Representatives on the committees shall be provided additional duty orders as required. The Committee shall elect a President to chair meetings.

3. The SMP Committee shall have an SMP Coordinator. It is recommended that the coordinator be an installation/command representative who is familiar with CMC (MR) as well as APF/NAF support procedures. The coordinator shall work as a liaison between the committee and the command; and act as the MCCA advisor, ensuring the committee properly plans and coordinates all activities.

4. QOL issues identified during the SMP meetings shall be forwarded to the appropriate command or staff agency for resolution. The chain of command shall be included and informed when the SMP is working on a QOL issue. When an issue cannot be resolved at the lowest level, it shall be forwarded to the major commands for coordination and resolution and then, if required, to CMC (MR), for coordination and resolution. Once received, the issue will be forwarded to the appropriate HQMC staff/QOL board for research and action.

5. The command/installation commander shall determine frequency requirements for SMP meetings. The SMP representatives should solicit ideas from single Marines within their units and share these ideas at the committee meetings.

6. CMC (MR) shall send a facilitator team to commands, upon request, to assist in implementing this program. The workshop shall include command designated single Marines, representatives of MCCA, and command/installation staff.

6004. CORE STANDARDS AND BENCHMARKS. Using the "One Corps, One Standard" approach, core programs and standards were identified and established to ensure equitable provision of programs and

distribution of resources. They provide a methodology to measure the "as is" state of Command Semper Fit programs, and, where possible, the capacity to compare enterprise/activities to one another and the private sector. Annually, commands shall measure these programs against these standards. Reaching the desired end state of "One Corps, One Standard" is significantly higher with the addition of rational and consistently valued data to the resource allocation process. The SMP is a core program and these standards are identified in figures 6-1 and 6-2.

6005. MEASURES OF EFFECTIVENESS

1. Goal. To get single Marines involved in the SMP in order to increase QOL.
2. Performance Measure. To continually increase the QOL of the single Marines by using the SMP to discuss QOL issues, plan activities, and promote existing opportunities.
3. Outcome. To increase the amount of single Marines that report they are satisfied with the overall QOL as determined from the QOL in the Marine Corps Study.

6006. USER FEES AND CHARGES

1. SMP is a Category A activity. Fundraisers may be conducted to cover expenses that are not authorized by APF, per DoD Directive 5500.7 MWR Joint Ethics regulation and reference (c).
2. A standardized NAF cost center 5710-01 has been established for the SMP. This cost center shall be used to deposit all NAF fund-raising revenues and be controlled at the installation level.
3. APF support is to be reported on line A5 of the OP-34 exhibit/quarterly schedules.

6007. Deployment SUPPORT. The SMP Coordinator should assist in coordinating QOL activities and events for deployed Marines. SMP Coordinators should coordinate with installation deployment coordinators and deploying units prior to deployment. Deploying units should involve the SMP Coordinator and the SFD to assist in planning recreational capabilities/events for Marines prior to and during deployments to ensure a thorough spectrum of recreation activities/events are available.

MARINE CORPS SEMPER FIT PROGRAM

SINGLE MARINE PROGRAM

SCOPE

Measure:	SMP
Purpose:	To ensure single Marines have a voice in QOL issues and to provide directed group activities
Standard:	1 SMP Committee per installation
Source:	MR
Calculation:	Number of SMP Committee divided by number of bases
USMC Avg:	

HUMAN RESOURCES

Measure:	SMP COORDINATOR
Purpose:	To provide appropriate supervision and coordination of SMP activities
Standard:	1 SMP Coordinator per installation
Source:	MR
Calculation:	Total number of SMP Coordinators divided by total number of bases
USMC Avg:	

Measure:	SMP NAF COST CENTERS
Purpose:	To ensure appropriate SMP NAF cost center, #5710-01, are being used by installation program
Standard:	1 SMP NAF cost center per installation to be used for all SMP NAF proceeds
Source:	MR
Calculation:	Total number of SMP cost centers in use divided by total number of SMP's
USMC Avg:	

FACILITIES

Measure:	SMP OFFICE SPACE PER PROGRAM
Purpose:	To ensure adequate office space for SMP to serve the single enlisted Marine population
Standard:	1 SMP office space per installation
Source:	MR
Calculation:	Installation divided by total number of SMP office space offered
USMC Avg:	

Figure 6-1.--SMP Core Standards.

MARINE CORPS SEMPER FIT PROGRAM

EQUIPMENT

Measure:	ENSURE PROPER EQUIPMENT PROVIDED
Purpose:	Determine if equipment is being provided to maintain a quality program
Standard:	A. Computer with Email access B. Telephone with DSN access C. Desk
Source:	MR
Calculation:	Total number of installations divided by number of equipment suites
USMC Avg:	

Figure 6-1.--SMP Core Standards--Continued.

MARINE CORPS SEMPER FIT PROGRAM

SINGLE MARINE PROGRAM	INSTALLATION
Base Population	
SCOPE: OPERATIONS	
STANDARD: One SMP Program per base	
Does the installation have a Single Marine Program	
HUMAN RESOURCES	
STANDARD: One SMP Coordinator per SMP Program	
Is there a Single Marine Coordinator	
Is there one SMP NAF cost center for all NAF proceeds	
EQUIPMENT	
STANDARD: The following equipment will be located	
In the SMP Coordinators office space:	
1. Computer with Email access	
2. Telephone with DSN access	
3. Desk and chair	
FACILITIES	
STANDARD: One SMP office per installation	
Is there a space for at least one SMP meeting per month	

Figure 6-2.--SMP Standards Scoring Spreadsheet.

138 @